SAICE ADMINISTRATION FILE

Quick reference document for SAICE Branches, Divisions, Student Chapters, Panels, Boards and Council
## DOCUMENT DISTRIBUTION RECORD

Document Approved By

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NAME _________________________________________  
AUTHORITY ______________________________________

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<thead>
<tr>
<th>Copy Number</th>
<th>Name of Recipient</th>
<th>Organisation</th>
<th>Date</th>
<th>Issuer</th>
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<tr>
<td>1</td>
<td>Manglin Pillay</td>
<td>SAICE</td>
<td></td>
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<tr>
<td>2</td>
<td>Steven Kaplan</td>
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### SAICE ADMINISTRATION FILE

Revision 2018  
Date compiled 6 April 2018  
Compiled by SAICE National Office
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OTHER INFORMATION, INCLUDING THE PRESIDENT’S AND CEO’S CURRICULUM VITAE, PRESIDENTIAL ADDRESS, SAICE ANNUAL REPORTS CAN BE REQUESTED FROM SAICE NATIONAL OFFICE
1. SAICE Structure and National Office Organigram

SAICE Institutional Structure
National Office Organigram
SAICE Institutional Structure
2. Year Programme
| Day       | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
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| 2 Feb     |     |     | 1   |     | 2   |     | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 3 Mar     |     | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  |
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| 7 July    |     |     | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 8 Aug     |     | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  |
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**Notes:**
- **HOD (U's):** Host Official Dinner (University of South Africa)
- **E&T:** Executive & Training
- **SACAA:** South African Council of Architects
- **Audits:** Various Audit Events
- **YMP:** Young Member Programme
- **Pre-Council Training:** Pre-Council Training Event
- **Council:** Council Meeting
- **Awards:** Awards Ceremony
- **Staff Year End Function:** Staff Year End Function
## SAICE Year Programme for 2018

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- **Public Holidays**
- **Meetings**
- **School Holidays**
- **University Exams**
- **Events**
- **Career Guidance**
- **President NoGo**
- **Training**
- **CEO NoGo**
- **Presidential Visits**
- **PR Events**

*Updated 22/01/2018*
3. Presidential Branch Visits

Activities and Schedule For 2018
List of SAICE Past Presidents
PRESIDENTIAL BRANCH VISIT ACTIVITIES AND SCHEDULE FOR 2018

A Presidential Branch Visit is a perfect opportunity to optimise SAICE contact with all partners / members / students and other interest and affected parties. The Branch Committee must ensure maximum exposure and contact time with all interested and affected parties, namely:

1) Branch Committee

2) Branch members. This would typically be an open invitation, after the branch committee meeting, to attend a topical presentation / talk or debate followed by a social networking session.

3) All Universities and Universities of Technology in the area
   a. Meeting with HoD only
   b. Meeting with HoD and lecturers together
   c. Meeting with student chapters and local YMP
   d. Address all civil engineering students, HoD, lecturers. We should aim to speak to first to fourth year students all in one room.

4) Meetings with local infrastructure engineering politicians needs to happen with the branch chairperson and another branch representatives that have an interest to assist the government client base with the macro issues that affect infrastructure engineering. While the president and the CEO will be in attendance, a large part of the follow up work should be done by the local branch committee because you are most intimately affected.

5) Incorporate the YMP Road show on the same day as the branch visit if possible.

The Presidential Branch Visits scheduled for 2018 are as follows:

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<tr>
<th>Event Name</th>
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<tr>
<td>JSD Luncheon</td>
<td>Pretoria</td>
<td>Marelize Visser</td>
<td><a href="mailto:marelize@jsd.co.za">marelize@jsd.co.za</a></td>
<td>23 January</td>
<td>President &amp; CEO</td>
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<tr>
<td>UJ Doornfontein</td>
<td>Johannesburg</td>
<td>Precious Maputle</td>
<td><a href="mailto:preciousm@uj.ac.za">preciousm@uj.ac.za</a></td>
<td>30 January</td>
<td>CEO</td>
</tr>
<tr>
<td>Cape Town-Parliament</td>
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<td>Sharon Mugeri</td>
<td><a href="mailto:sharon@saice.org.za">sharon@saice.org.za</a></td>
<td>07 February</td>
<td>CEO</td>
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<td>Cape Town - UCT</td>
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<td>Sharon Mugeri</td>
<td><a href="mailto:sharon@saice.org.za">sharon@saice.org.za</a></td>
<td>12 February</td>
<td>CEO</td>
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<tr>
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<td>Sharon Mugeri</td>
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<td>13 February</td>
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<tr>
<td>Southern Cape</td>
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<td>Jeanne Plenaar</td>
<td><a href="mailto:SaiceSouthernCape@saice.org.za">SaiceSouthernCape@saice.org.za</a></td>
<td>21-22 February</td>
<td>President &amp; CEO</td>
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<tr>
<td>University HoD</td>
<td>Johannesburg</td>
<td>Fridah Mahlangu</td>
<td><a href="mailto:fridah@saice.org.za">fridah@saice.org.za</a></td>
<td>05 March</td>
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<tr>
<td>Cape Town Branch Visit</td>
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<td>Veronica</td>
<td><a href="mailto:veronica@saice.org.za">veronica@saice.org.za</a></td>
<td>6-8 March</td>
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<td><a href="mailto:Lornel.Venter@sembcorp.com">Lornel.Venter@sembcorp.com</a></td>
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<td>Debbie Besseling</td>
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<td><a href="mailto:rosalat@vut.ac.za">rosalat@vut.ac.za</a></td>
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<td>Debbie Besseling</td>
<td><a href="mailto:debbie@saice.org.za">debbie@saice.org.za</a></td>
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<td>Debbie Besseling</td>
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<td><a href="mailto:fridah@saice.org.za">fridah@saice.org.za</a></td>
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<td>Letshego Sehume/Patricia Nyedimane</td>
<td><a href="mailto:SehumeLC@eskom.co.za">SehumeLC@eskom.co.za</a>; <a href="mailto:bloemfontein@saice.org.za">bloemfontein@saice.org.za</a></td>
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<td>Sharon Mugeri</td>
<td><a href="mailto:sharon@saice.org.za">sharon@saice.org.za</a></td>
</tr>
<tr>
<td>25</td>
<td>Drakensberg Branch Visit</td>
<td>Drakensberg</td>
<td></td>
<td>Wade Ambler</td>
<td><a href="mailto:wade@miletus.co.za">wade@miletus.co.za</a></td>
</tr>
<tr>
<td>26</td>
<td>Durban Branch Visit</td>
<td>Durban</td>
<td></td>
<td>Cindy Austen</td>
<td><a href="mailto:cindy@saice.org.za">cindy@saice.org.za</a></td>
</tr>
<tr>
<td>27</td>
<td>SAICE Bridge Building</td>
<td>Johannesburg</td>
<td></td>
<td>Sharon Mugeri</td>
<td><a href="mailto:sharon@saice.org.za">sharon@saice.org.za</a></td>
</tr>
</tbody>
</table>
Below is a list of all SAICE Past Presidents from 1988 to 2019:

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of President</th>
<th>Cellphone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Eddie Chinnappen</td>
<td>084 222 0111</td>
<td><a href="mailto:echinnappen@telkomsa.net">echinnappen@telkomsa.net</a></td>
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<tr>
<td>2018</td>
<td>Errol Kerst</td>
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<tr>
<td>2017</td>
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<td><a href="mailto:snaiker@nyeleti.co.za">snaiker@nyeleti.co.za</a></td>
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<tr>
<td>2016</td>
<td>Chris Herold</td>
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<td>2015</td>
<td>Malcolm Pautz</td>
<td>079 512 9956</td>
<td><a href="mailto:malcolmp@genesis-analytics.com">malcolmp@genesis-analytics.com</a></td>
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<tr>
<td>2014</td>
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<td><a href="mailto:smkhacane@nyeleti.co.za">smkhacane@nyeleti.co.za</a></td>
</tr>
<tr>
<td>2013</td>
<td>Peter Kleynhans</td>
<td>Passed</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Martin van Veelen</td>
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<td><a href="mailto:martin@iliso.com">martin@iliso.com</a></td>
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<tr>
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<td>2009</td>
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<tr>
<td>2008</td>
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<td>083 388 8164</td>
<td><a href="mailto:Johandk@uskonet.com">Johandk@uskonet.com</a></td>
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<tr>
<td>2007</td>
<td>Neil Macleod</td>
<td>083 274 6990</td>
<td><a href="mailto:neilmac144@gmail.com">neilmac144@gmail.com</a></td>
</tr>
<tr>
<td>2006</td>
<td>Sam Amod</td>
<td>083 377 0729</td>
<td><a href="mailto:amod.sam@gmail.com">amod.sam@gmail.com</a></td>
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<tr>
<td>2005</td>
<td>Mike Deeks</td>
<td>083 628 5982</td>
<td><a href="mailto:Michael.deeks@gmail.com">Michael.deeks@gmail.com</a></td>
</tr>
<tr>
<td>2004</td>
<td>Ron Watermeyer</td>
<td>082 460 5963</td>
<td><a href="mailto:watermeyer@ioptions.co.za">watermeyer@ioptions.co.za</a></td>
</tr>
<tr>
<td>2003</td>
<td>Faried Allie</td>
<td>Passed</td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>Trueman Goba</td>
<td>082 574 6677</td>
<td><a href="mailto:trueman.goba@hatch.com">trueman.goba@hatch.com</a></td>
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<tr>
<td>2001</td>
<td>Kevin Wall</td>
<td>082 459 3618</td>
<td><a href="mailto:kevinwall468@gmail.com">kevinwall468@gmail.com</a></td>
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<tr>
<td>2000</td>
<td>Allyson Lawless</td>
<td>082 449 2184</td>
<td><a href="mailto:allyson@ally.co.za">allyson@ally.co.za</a></td>
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<tr>
<td>1999</td>
<td>Rodney Milford</td>
<td>082 892 9353</td>
<td><a href="mailto:rodneym@cidb.org.za">rodneym@cidb.org.za</a></td>
</tr>
<tr>
<td>1998</td>
<td>Brian Middleton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>Alex Visser</td>
<td>082 922 2927</td>
<td><a href="mailto:alex.visser@up.ac.za">alex.visser@up.ac.za</a></td>
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<tr>
<td>1996</td>
<td>Alec Hay</td>
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<tr>
<td>1995</td>
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<tr>
<td>1994</td>
<td>Brian Bruce</td>
<td>082 554 1192</td>
<td><a href="mailto:bruce@fuimus.co.za">bruce@fuimus.co.za</a></td>
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<tr>
<td>1993</td>
<td>Fred Hugo</td>
<td>082 652 5824</td>
<td><a href="mailto:fhugo@sun.ac.za">fhugo@sun.ac.za</a></td>
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<tr>
<td>1992</td>
<td>Rodney Burrell</td>
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<td><a href="mailto:rjburrell@mweb.co.za">rjburrell@mweb.co.za</a></td>
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<tr>
<td>1990</td>
<td>Louis de Waal</td>
<td>083 443 6441</td>
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<tr>
<td>1989</td>
<td>Bob Pullen</td>
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<tr>
<td>1988</td>
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<td>m +1 646 296 1937</td>
<td><a href="mailto:Cliff.McMillan@arup.com">Cliff.McMillan@arup.com</a></td>
</tr>
</tbody>
</table>
1. The Institution

1.1 The name of the Institution is “THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING”.

1.2 The mission of the Institution is to provide for the engineering interests and needs of its members to facilitate sustainable quality of life together with the responsible utilisation of natural and human resources.

1.3 The objectives of the Institution are the following:

1.3.1 The growth and development of its members in the promotion, for the public benefit, of the general advancement of the science and practice of civil engineering.

1.3.2 Foster transformation in the civil engineering sector through skills and professional development.

1.4 The Institution shall conduct its affairs in an ethical and professional manner within the constitutional framework and laws of the Republic of South Africa, taking cognisance of International law. The Institution shall not knowingly become party to an impermissible avoidance arrangement or act in contravention of any provision of the law. The Institution shall comply with all statutory reporting requirements, including those that the Commissioner, South African Revenue Services may determine from time to time.

1.5 The Institution’s activities shall focus on the development and promotion of the engineering profession, in particular civil engineering in terms of its objectives.

1.6 The Institution shall identify, manage, serve and promote common and collective interests of its members and where appropriate, society at large, but members may not directly or indirectly use the Institution for any personal or private interests in the Institution, nor for the specific benefit of an individual member or minority group.

1.7 The interpretation of the Council will be deemed to be final and binding in the event of disputes and doubts about any matters, including interpretation of the English language as used in written documents of the Institution.

1.8 Proposals for constitutional amendments must be considered and supported by the Council, or by the signature of 30 corporate members in good standing, before being referred for approval to a secret corporate membership ballot as described in the By-laws. The Constitution may only be amended if the proposed amendment is approved by a two-thirds majority of those voting in a secret ballot of all corporate members in good standing, provided that a minimum of 5% of corporate members respond.
1.9 Amendments to the Constitution shall be submitted to the Commissioner: South African Revenue Service within 30 days of corporate members approving such amendment.

1.10 The Council considers, approves, repeals and/or amends By-laws for the Institution associated and consistent with the Constitution. Executive Board considers, approves, repeals or amends Rules for the Institution and submits them to the Council for ratification prior to implementation.

1.11 The By-laws and Rules cover any matter which the Council considers necessary or expedient to prescribe and facilitate achieving the objectives and good governance of the Institution consistent with the Constitution.

1.12 Legal procedures pertaining to activities of, and actions by the Institution will be dealt with under the name of “The South African Institution of Civil Engineering”.

1.13 In an emergency, the Executive Board may in the interest of the Institution take action not covered by the Constitution and By-laws, provided that the decision taken is supported by 80% of the members of the Executive Board and the Executive Board reports the decision to the Council within 7 days via email and in detail at its next meeting. Such actions may take place physically or electronically as defined in the By-laws.

1.14 The Council, Executive Board, Standing Committees, Panels, Branch Committees and Division Committees and members of the Institution appointed, elected, nominated or co-opted to these shall be and are hereby indemnified by the Institution against any loss, expense or damage incurred in the discharge of, or arising from their duties, provided that such loss, expense or damage is not attributable to his or her own negligence, and the members of the Institution shall not be held personally liable for acts done in good faith and for the benefit of the Institution.

1.15 The Institution shall hold an Annual General Meeting of members not later than 21 calendar days after the first Council meeting of each year during which the audited annual financial statements for the previous year, appointment of auditors and legal representatives for the Institution shall be considered for approval. The Annual Report and any other matters, as are deemed appropriate at the time, are to be presented for consideration at the Annual General Meeting.

1.16 The Institution may be wound up or amalgamated with any similar organisation only if the proposed winding up or amalgamation is approved by a two-thirds majority in a secret ballot of corporate members in which votes are received from not fewer than 25% of the corporate members in good standing. The winding up of the Institution shall be carried out as determined in the By-laws.

2 Membership

2.1 Membership of the Institution comprises categories and grades complying with requirements or pre-requisites for election, admission, transfer to a category and grade as indicated hereunder.
2.2 Members are authorised to use the letters of designation as indicated hereunder and preceded by letters of designation of professional registration or affiliation of statutory the Councils or bodies recognized for this purpose by the Council.

2.3 Admission, election, transfer to and termination of membership grades shall be undertaken in accordance with the procedures outlined in the By-laws.

2.4 The Executive Board may take disciplinary action against a member or participant, including the expulsion of such member or participant from the Institution in accordance with the provisions of the By-laws, who, as relevant, is found to be in material breach of the Code of Ethics of the Institution; have contravened a code of conduct established by the Statutory Council or an international body recognized for this purpose by the Council which granted them professional registration by that registration body; or be not in good standing with the Institution in accordance with the provisions of the By-laws.

2.5 All members in corporate, non-corporate and participant categories shall comply with the Code of Ethics of the Institution, as well as with the Codes of Conduct of statutory bodies that the Council recognises, and with which members have registered.

2.6 The legal liability of a member or participant of the Institution is limited to any amounts owed to the Institution, Branch or Division in terms of membership subscriptions, financial commitments made to, fees levied by and purchases made from the Institution.

2.7 A member or participant has no legal liability for actions taken and commitments made that are deemed to be or have been executed under and according to due mandate from the Institution.

2.8 A member or participant has no ownership rights to any category of assets of the Institution.

2.9 Membership Categories, Grades and Letters of Designation.

2.9.1 Corporate Members

Corporate Members in all grades listed below shall comply with the requirements for such membership grades.

2.9.1.1 Honorary Fellows - Hon FSAICE

An Honorary Fellow is elected by the Council to honour a person or member who complies with any one, or a combination of attributes, such as exemplary service to the Institution and/or the civil engineering profession, society at large and personal eminence.
2.9.1.2 Fellow – FSAICE

A Fellow is elected according to the process outlined in the By-laws. A Fellow will have achieved appropriate recognition in the civil engineering profession, or in the Institution owing to a combination of attributes, including having significantly contributed to the civil engineering profession and displaying substantial responsibility and initiative in the practice of civil engineering and has at least 10 years of appropriate professional experience.

2.9.1.3 Members – MSAICE

A Member is admitted according to the processes outlined in the By-laws and is at the time of admission actively engaged in civil engineering and either holds an academic qualification from a tertiary educational institution recognised for this purpose by the Council, or is a corporate member of an engineering institution or society recognised for this purpose by the Council, and is professionally registered with a statutory body or international body recognised for this purpose by the Council.

2.9.2 Non-Corporate Members

2.9.2.1 Associate Members – AMSAICE

An Associate Member is admitted according to the processes outlined in the By-laws and at the time of admission either, holds a civil engineering related academic qualification from a tertiary educational institution recognised by the Council for this purpose, or does not hold a civil engineering qualification or professional status, but who is actively connected with civil engineering and who has achieved a status in a profession which is comparable to that of a Member of the Institution.

2.9.2.2 Students

A Student is admitted according to the processes outlined in the By-laws and is at the time of admission and for the duration of studies registered for a civil engineering degree, diploma or certificated educational programme that is accredited or recognised by the Council for this purpose.

2.10 Termination of membership or affiliation at any level for any reason whatsoever shall result in forfeiture of all rights of membership, including the use of letters of designation.

3 Participants

3.1 Participants

A Participant is a person who does not qualify for the above categories of membership, or a group of persons, who could be natural, juristic or with or without legal persona or a company or business who or which has an interest in or a relationship with civil engineering or associated discipline.
The Council is the custodian of the Constitution of the Institution, related values and principles. It represents and constitutes the highest level of decision-making and direction of the Institution.

### Role of Council

**4.1**

It establishes and oversees the execution of policy and strategy of the Institution as deemed appropriate to achieve the mission and objectives of the Institution.

**4.1.1**

It annually considers recommendations from the Executive Board regarding the composition and membership of the Executive Board and appoints the Council members, in accordance with the By-laws, to serve on the Executive Board for each ensuing year.

**4.1.2**

It approves annual membership subscriptions and the Annual Financial Budget of the Institution for the ensuing year prepared by the Executive Board in detail for consideration and recommendation by the Executive Board.

**4.1.3**

It considers submissions by the Executive Board concerning the draft Audited Annual Financial Statements and makes recommendations regarding approval thereof to the Annual General Meeting.

**4.1.4**

It considers submissions by the Executive Board and recommends the appointment of Auditors and Legal Advisors for approval to the Annual General Meeting.

**4.1.5**

It may delegate authority to the Executive Board to organize and manage various matters on its behalf as described in the Constitution, By-laws and Rules.

**4.1.6**

It elects the President-elect and Vice Presidents and/or co-opts other Council members in accordance with Clause 4.2 and the By-laws.

**4.1.7**

Establishes companies in terms of the ruling legislation and in accordance with the By-laws to undertake special projects or functions that are consistent with the objectives of the Institution.

**4.1.8**

Considers and recommends revisions and amendments to the Constitution for submission to the corporate membership for a ballot as documented in the By-laws.

**4.1.9**

It considers, makes, amends or repeals resolutions about the By-laws in accordance with the procedure as described in the By-laws.

**4.1.10**

It ratifies, amends or repeals Rules in accordance with the procedure as described in the By-laws.

**4.1.11**

Approves educational institutions and statutory bodies that are to be recognised for the purpose of membership and participation in the Institution.

**4.1.12**

Establishes Branches, Divisions and Student Chapters in accordance with the By-laws and Rules for Branches and Divisions.
4.1.14 It oversees that effect is given to the By-laws and Rules.

4.1.15 Holds in trust on behalf of the membership of the Institution, all assets, including property and funds of all units of the Institution.

4.2 The Council shall consist of the following members who shall be elected according to procedures outlined in By-laws by not later than the last Council meeting of the year prior to their assuming office as:

4.2.1 President.

4.2.2 President-elect.

4.2.3 The number of Vice Presidents as specified in the By-laws.

4.2.4 The immediate Past President.

4.2.5 16 elected Corporate members, at least 4 of whom shall be under the 35 years of age at 1 January under the year of consideration.

4.2.6 One representative from each Branch and Division.

4.2.7 Two additional Corporate Members of the Institution whom the Council coopts, if it considers such co-option to be advantageous.

4.3 Office Bearers

4.3.1 The President-elect will assume office on 1 January as the President and serve for one calendar year.

4.3.2 In the event of the death, resignation, or the termination of the membership of the Institution of the President, the President-elect will take the office of the President and serve until 31 December of that year. Should the Council so decide and the President-elect agree the following full year may be completed additionally as President.

4.4 President-elect

4.4.1 Candidates for election to the office of President-elect shall be Fellows of the Institution and shall each be nominated in accordance with the procedures in the By-laws.

4.4.2 In the event of more than one candidate being nominated, a secret ballot of the Council shall be held.

4.4.3 If only one qualifying candidate is nominated, this candidate shall be deemed duly elected unless the Council decides otherwise.

4.4.4 In the event of the death, resignation, or the termination of the membership of the Institution of the President-elect, the Council shall call for nominations for a President-elect as provided for in the By-laws for the remainder of the term of office of the President-elect.
4.5 Vice Presidents

4.5.1 Candidates for election to the office of Vice Presidents shall be Fellows of the Institution and shall each be nominated by five members of the Council. In the event of more candidates being nominated than required, a secret ballot of the Council shall be held.

4.6 Corporate members

4.6.1 Candidates for election to serve as members of the Council for 2 years in the category of 16 Corporate Members, 8 of whom shall be nominated and elected annually in terms of the By-laws.

4.6.2 One designated representative of each Branch in accordance with the Branch Rules.

4.6.3 One designated representative of each Division in accordance with the Division Rules.

4.7 Council Meetings

4.7.1 Ordinary meetings of the Council must be held at least twice a year.

4.7.2 A Special Meeting of the Council must be held if the Executive Board resolves to call a Council meeting or upon receipt by the Chief Executive Officer of a written request from at least 10 Corporate Council members calling for such a meeting. The meeting must be convened not less than 30 days nor more than 60 days after such resolution or receipt of the request.

4.7.3 The Council Meetings shall not be open to the public, but any member of the Institution or person invited by the Council or the Executive Board in terms of the By-laws, may attend Ordinary Meetings of the Council as an observer, but may not vote in matters under discussion.

4.7.4 The Council Meetings will be conducted according to the procedures for meetings as indicated in the By-laws and General Guidelines.

4.7.5 The Council shall consider recommendations and reports regarding all the activities of Executive Board, Branches and Divisions to ensure the mission and objectives of the Institution are met.

4.7.6 The quorum at a Council meeting is 50% + 1 of the Council members. The Council may not consider motions or recommendations or election related activities that require a vote if a quorum is not present at the time of voting. If no quorum is achieved then a meeting shall be reconvened in accordance with the By-laws.

4.7.7 All members of the Council who represent a Branch or Division have 1 vote each at Council Meetings.

If a Branch or Division representative is also an elected Council member, this individual has only 1 vote on any matter on which a vote is required.
4.7.8 All motions and recommendations at the Council meetings must be decided by a simple majority of votes by a show of hands, except items as listed in Clause 4.7.10 and results must be recorded.

In the event of equal votes being cast for any specific issue, the President has a discretionary deliberative and final vote if he/she has not already voted on the matter.

4.7.9 Proxies for voting on Council matters are not allowed.

4.7.10 The following voting activities will be conducted by secret ballot:
- Elections of President-elect and Vice Presidents
- Voting for Membership subscriptions
- Voting for special membership grades and awards.
And any matter that the President deems to be of such a nature that he/she considers it necessary to conduct a secret ballot.

5 Executive Board

5.1 Manages and administers the affairs of the Institution within the policies and strategies established by the Council with assistance of the Chief Executive Officer.

5.2 Develops and implements the policies and strategies established by the Council and monitors the results.

5.3 Establishes Standing Committees and Panels.

5.4 Oversees the administration of all financial matters of all the units of the Institution and Institution established companies.

5.5 Considers and recommends the Annual Financial Budget for the ensuing year for submission to the Council for consideration and approval at the last Council Meeting of the year.

5.6 Considers and recommends the membership subscription for the ensuing year for submission to the Council for consideration and approval at the last the Council Meeting of the year.

5.7 Manages the approved annual financial budget, financial risks and the financial viability of the Institution.

5.8 Appoints the Chief Executive Officer. Other senior management will be appointed as outlined in the By-laws.

5.9 Constitutes the membership of Standing Committees as provided for in the By-laws.

5.10 Guides, monitors and manages the terms of reference of Committees, Panels, Branches, Divisions and Companies in terms of the strategic objectives and policy of the Institution or signed agreement.
5.11 Delegates relevant and reasonable powers to and sets duties for Committees, Panels, Branches, Divisions and Companies.

5.12 Receives and considers reports from the Committees, Panels, Branches, Divisions and Companies at the time and manner determined by the Executive Board.

5.13 Consider and submits reports and recommendations to the Council regarding Strategic Plans, Policy and Institution structures.

5.14 Membership of the Executive Board shall be constituted as follows, provided that the Executive Board may not consist of less than 3 persons, who are not connected persons in relation to each other, to accept fiduciary responsibility of the Institution.

5.14.1 President

5.14.2 Immediate Past President

5.14.3 President-elect and Vice-Presidents

5.14.4 Members appointed by the Council in terms of the By-laws. The appointments shall be for 2 years with 50% replacements being made annually.

5.14.5 Chairs of the Finance and Administration, Membership and Education and Training Committees.

5.15 The Executive Board may not consider motions or recommendations or election related activities that require a vote if a quorum is not present at the time of voting.

5.16 All members of the Executive Board, have 1 vote each at Executive Board meetings. All motions and recommendations and election related activities at Executive Board meetings must be decided by a simple majority of votes or by a show of hands and results must be recorded.

No member of the Executive Board may have direct or indirect control over decision making. Motions must be decided by a simple majority of votes.

In the case of a tied vote the Chair may cast a deciding vote, if the Chair did not initially cast a vote or the matter being voted on fails.

5.17 Executive Board meetings shall be held at least 5 times per annum.

5.18 Executive Board meetings are conducted in terms of the By-laws and General Guidelines.

6 Management and Administration by National Office

6.1 The National Office shall be managed by the Chief Executive Officer.

6.2 The National Office shall consist of structures and roles required to achieve the strategic objectives and business plan as proposed by the Chief Executive Officer and ratified by the Executive Board.
The Chief Executive Officer is responsible for maintaining the Membership Roll of the Institution.

Remuneration of the Chief Executive Officer shall be determined by the Executive Board. Remuneration of management staff and other staff shall be determined in accordance with the By-laws. All remuneration shall be market related to the extent that resources permit, but shall not be excessive in relation to the service rendered.

Minutes of all formal scheduled meetings within the Institution will be produced in accordance with the By-laws, Rules and Guidelines.

All documents, publications and records of the Institution will be handled in accordance with the By-laws.

An Official Register containing all pertinent information regarding the Institution shall be compiled annually in accordance with the guidelines given in the By-laws.

The portion of the Institution’s funds that are tax exempt shall be substantially derived from its members or from government.

The funds of the Institution shall be used in furtherance of the objectives of the Institution. The Institution may not directly or indirectly distribute any of its funds or assets to any person other than in the course of furthering its objectives.

The Institution shall not own shares or have any other interest in the businesses, professions or occupations which are related to its members.

The Institution will be financially managed in accordance with the By-laws.

Upon the winding-up or liquidation of the Institution any assets remaining after fulfilling and settling liabilities of the Institution, shall be donated or transferred to another tax-exempt company, society, public benefit organisation or association with objectives similar to those of the Institution as approved by the Council and acceptable to the Commissioner: South African Revenue Service.

Special General Meetings of the Institution shall be held as and where the Council may from time to time determine.

Questions of policy may be considered at such General Meetings provided that no resolutions binding on the Institution shall be put to such meetings.

The Annual General Meeting of the Institution shall:

Consider for noting the report of the Executive Board for the previous year.

Consider and approve the audited income and expenditure accounts and the balance sheet of the Institution for the previous financial year.
8.3.3 Appoint Auditors and Legal Advisors to serve until the next Annual General Meeting.

8.3.4 Consider such other business as the Council may decide from time to time.

8.4 A Special General Meeting of the Institution may be called by the Council to consider business as set in the agenda for such meeting.

8.5 Notices for convening and Agendas of any Annual or Special General Meeting of the Institution shall be communicated to all members as set out in the By-laws.

8.6 The President shall preside at General Meetings, unless he or she is unable to take the chair in which case the President-elect will chair the meeting, failing which the meeting will elect a Chair.

8.7 The quorum at Annual General Meetings shall be 2.5% corporate members as determined in the By-laws as duly advertised and communicated.

8.8 Corporate members who participate at a general meeting shall have one vote each for each recommendation duly submitted to General Meetings of the Institution.

8.9 Motions shall be decided by a simple majority of votes.

8.10 The Chair of a General Meeting shall have a deliberative and a casting vote.

8.11 General Meetings shall be adjourned, if a quorum is not present, to a time, not being less than 7 days after the date of and at a place determined by the Corporate Member’s participating. Due notice will be given to this effect. Corporate Members participating at such an adjourned meeting shall form a quorum.

8.12 Proceedings shall be recorded and minutes shall be produced for General Meetings in accordance with the requirements of the By-laws.

9 Branches

9.1 The Council may, at its discretion, approve the establishment of a Branch according to geographical boundaries as deemed appropriate to promote the objectives of the Institution. A Branch can be considered for establishment if a written request to that effect has been received from 10 percent of member’s resident in the area.

9.2 The Council shall have the power, to change boundaries of or disband a Branch in accordance with the By-laws.

9.3 A Branch shall establish a committee to conduct its affairs in accordance with the Constitution, By-laws and Standard Branch Rules.

9.4 Specific amendments to or deviations from the standard Branch Rules and Guidelines shall be subject to approval by the Executive Board and ratification by the Council.

9.5 Branches shall receive an annual administration grant from the funds of the Institution subject to compliance with procedures contained in the By-laws.
9.6 Each Branch Committee shall in respect of the preceding year submit an annual report on its activities in accordance with the Branch Rules.

9.7 Each Branch shall elect a Council representative for the ensuing year in accordance with the procedures in the Branch Rules.

10 Technical Divisions

10.1 The Council may, at its discretion, approve establishment of a Division as deemed appropriate to promote the objectives of the Institution. A Division can be considered for establishment if a written request to that effect has been received from 30 members having an interest in the area of specialisation in civil engineering practice.

10.2 The Council shall have the power to disband a Division if such action is considered to be in the interests of the membership of Institution in accordance with the By-laws.

10.3 A Division shall establish a committee to conduct its affairs in accordance with the Constitution and By-laws and Division Rules.

10.4 Should a Division be operating as a Joint Division between SAICE and another such organisation its operational structure shall be governed by the Joint Agreement between the parties. Such arrangements may be re-negotiated to be in-line with both Institutions Constitutions, By-laws and Rules at the first opportunity.

10.5 Specific amendments to or deviations from the Standard Rules for Divisions shall be subject to approval by the Executive Board and ratified by the Council.

10.6 Divisions shall receive an annual administration grant from the funds of the Institution subject to compliance with procedures contained in the By-laws.

10.7 Divisions, in respect of the preceding year, shall submit an annual report on its activities in accordance with the Division Rules.

10.8 Each Division shall elect a Council representative for the ensuing year in accordance with the procedures in the Division Rules.

11 Student Chapters

11.1 The Council may, at its discretion approve the establishment of a Student Chapter. The Student Chapter is subject to the terms and conditions prescribed by the Educational Institution on which Campus the Student Chapter is established. Except in special circumstances a Student Chapter shall not be established unless a written request to that effect has been received from not fewer than 20 student members within such group.

11.2 A Student Chapter shall establish a committee and administration structures and conduct its affairs in accordance with the rules and terms of conditions of the tertiary Institution where it is situated, as well as the Constitution and By-laws and Student Chapter Rules.

11.3 Student Chapters will be assisted and facilitated by the Branch that initiates its establishment.
11.4 Student Chapters will receive an annual financial grant from the National Office. This grant will be held in trust by the Branch that initiates its establishment.

11.5 Each Student Chapter shall, in respect of the preceding year, submit an annual report on its activities to the Branch as set out in the Student Chapter Rules and Branch Rules.

11.6 The Council shall have the power, to disband a Student Chapter if such action is considered to be in the interests of the Institution.
# THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING
## BY-LAWS 2017

<table>
<thead>
<tr>
<th>Clause No.</th>
<th>Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>MEMBERSHIP AND PARTICIPATION</strong></td>
</tr>
<tr>
<td><strong>Committee and College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Approval Procedures</strong> 1.1</td>
<td>Applications for the election, admission or transfer to any membership grade, excluding Honorary Fellow, shall be processed by the Membership Committee or the College of Fellows, as applicable.</td>
</tr>
<tr>
<td><strong>Membership Committee</strong> 1.1.1</td>
<td>The Membership Committee shall function under the Chair of a corporate member who reports to the Executive Board. The committee shall comprise of members as tabulated in the By-laws. The committee shall consider and, as appropriate, approve or reject all applications for membership, except for grades of Honorary Fellow and Fellow.</td>
</tr>
<tr>
<td><strong>College of Fellows</strong> 1.1.2</td>
<td>The College of Fellows shall comprise of a minimum of: the immediate Past President; two most recent available Past Presidents; President-elect and President. They shall consider all applications for election to the grade of Fellow.</td>
</tr>
<tr>
<td><strong>College Chair</strong> 1.1.3</td>
<td>The College of Fellows shall be chaired by the immediate Past President.</td>
</tr>
<tr>
<td><strong>Corporate members</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Election to the grade of Honorary Fellow</strong> 1.2</td>
<td>Every proposal for the election of an Honorary Fellow shall be made by three members of the Council and shall include a motivation in the form of a draft citation, to be submitted to the Executive Board and if supported, to the Council for approval. If the proposal receives the support of four-fifths of the Council members present, voting by secret ballot, the nominee shall be duly elected.</td>
</tr>
<tr>
<td>1.2.1</td>
<td>A certificate on which is set out the election of the Honorary Fellow shall be presented to the nominee with a summarised citation at a suitable function of the Institution.</td>
</tr>
<tr>
<td>1.2.2</td>
<td>A record of Honorary Fellows shall be maintained by the Institution.</td>
</tr>
<tr>
<td><strong>Election to grade of Fellow</strong> 1.3</td>
<td>A corporate member who meets the requirements of the Constitution for the Grade of Fellow may be nominated on the appropriate application form.</td>
</tr>
<tr>
<td>1.3.1</td>
<td>The nominee shall be put forward by three corporate members in good standing which shall be submitted to the Chief Executive Officer for consideration by the College of Fellows.</td>
</tr>
<tr>
<td>1.3.2</td>
<td>A person who is not a member of the Institution and who complies with all the requirements of the Constitution, (subject to the approval of Executive Board) having complied with the process as set out below for election as a Corporate Member may be admitted to the Institution and considered for election to the grade of Fellow.</td>
</tr>
</tbody>
</table>
1.3.3 If the College of Fellows is satisfied that the nominee is in all respects a fit and proper person to be a Fellow, the election of the nominee shall be recommended to the Executive Board for confirmation.

1.3.4 Nominees accepted by the Executive Board, will be invited to become Fellows by means of a letter from the Chief Executive Officer.

1.4 Admission/Transfer to the grade of Member

Every nominee for admission to or transfer to the grade of Member shall submit to the Chief Executive Officer an application on the appropriate form for consideration by the Membership Committee.

1.4.1 If the Membership Committee is satisfied that the nominee complies with the requirements of the Constitution, and is in all respects a fit and proper person to be a Member, the nominee shall duly be admitted or transferred.

1.4.2 In reaching such a decision, the Membership Committee shall ensure that the nominee:

1.4.2.1 has a suitable qualification in the technical disciplines of civil engineering or a qualification in a profession associated with civil engineering as proposed by Executive Board and approved by the Council.

1.4.2.2 a record of recognised qualifications and professions is to be maintained by the Institution.

1.4.2.3 is professionally registered in terms of the requirements of the profession in which they have qualified as recognised in 1.4.2.1 (as above) whether statutory or otherwise; or is registered with an international body as proposed by the Executive Board and approved by the Council.

1.4.2.4 A record of recognised statutory and International bodies is to be maintained by the Institution.

1.4.3 Corporate Members shall maintain professional registration and any other constitutional requirements for the grade of membership.

Non-Corporate Members

1.5 Admission/transfer to grade of Associate Member

Every nominee for admission to or transfer to the grade of Associate Member shall submit to the Chief Executive Officer an application on the appropriate application form for consideration by the Membership Committee.

1.5.1 If the Membership Committee is satisfied that the nominee complies with the requirements of the Constitution, and is in all respects a fit and proper person to be an Associate Member, the nominee shall duly be admitted or transferred from Student membership.

1.6 Admission to the grade of Student Member

Every nominee for admission to the grade of Student Member shall submit to the Chief Executive Officer an application on the appropriate application form for consideration by the Membership Committee.

1.6.1 If the Membership Committee is satisfied that the nominee complies with the requirements of the Constitution, and is in all respects a fit and proper person to be a Student Member, the nominee shall duly be admitted.
Every Student Member, who obtains the requisite qualification for transfer to the grade of Associate Member shall notify the Chief Executive Officer thereof and shall, within 3 months of graduating apply for transfer to the grade of Associate Member.

If it becomes apparent to the Chief Executive Officer that a Student Member has qualified to be an Associate Member, that member will automatically be transferred to the grade of Associate Member.

Participant

Every applicant for affiliation to a Branch or Division, shall submit to the Chair concerned an application on the appropriate form.

If the Branch or Division Committee is satisfied with the application, the application is submitted to the CEO for consideration and ratification by the Membership Committee.

On acceptance of a new participant, the Chief Executive Officer shall issue a certificate of affiliation.

Participants may elect to receive the Institution’s magazine and journal, for which an additional subscription is levied.

Participants may not be office bearers in Branches and Divisions and do not have a vote.

The latest Constitution and By-laws shall be maintained by the Institution and available for viewing at all times.

A certificate appropriate to the grade of membership, signed by the President and the Chief Executive Officer shall be issued to every member.

A Participant shall receive a certificate of affiliation, signed by the Chair of the appropriate Branch or Division and the Chief Executive Officer.

Certificates of membership or affiliation remain the property of the Institution. Should the holder of the certificate cease to be a member or a participant, the certificate must be returned to the Institution.

Members who meet the appropriate criteria listed below may be granted Senior Status which entitles them to retain their membership at a reduced fee, as determined by the Council.

A member who is over 65 years of age and who has been a corporate member for more than ten consecutive years prior to application shall be granted senior status on application to the Chief Executive Officer.

The Executive Board on the recommendation of the Membership Committee may grant Senior status on application to a member who is under the age of 65 years and has been a corporate member for more than ten consecutive years prior to application, and who has retired from full-time active work in the profession.

Persons with Senior Status in any grade shall be entitled to use the letters of designation of their grade prior to admission to Senior Status.

The fee appropriate to Senior status shall become applicable in the financial year following the date of application for such status.
Any member over the age of 80 years shall not be liable for the payment of any membership fees.

**Disciplinary Action**

A member or participant whose expulsion or suspension is under consideration shall be advised by registered letter/courier of the charges or complaints against the member or participant and of the date of the meeting of the Disciplinary Committee as constituted by the Executive Board at which the charges or complaints will be heard. Such registered letter shall be posted at least twenty-eight days before the date of the meeting. Such member or participant shall be entitled to be present and participate at such meeting, accompanied by one advisor of the member or participant’s choice, with the cost of such participation and advisor being carried by the member or participant, and shall be entitled to submit, in writing, a defence against the charges or complaints.

The name of a member or participant, who has been expelled, shall be removed from the Branch, Division or Participant List and the Council shall have the power to publish the fact.

The Membership Committee may grant a temporary fee reduction or suspension to a member who provides an acceptable reason as to why the member should be granted such concession. Any such temporary fee reduction or suspension duration shall be applied for annually and will be limited to a maximum of 3 years.

In the case of members who are located outside the borders of the Republic of South Africa for the duration of a financial year, a temporary fee reduction or suspension as approved by The Council, applied for by application through the Membership Committee will be allowed.

A member whose name has been deleted from the membership roll may be readmitted in accordance with the following procedures:

A member who has resigned may apply for readmission, whereupon the application will be considered in terms of the rules for new members.

A member whose name has been struck off the Roll may apply for readmission. Successful applications will be approved once outstanding amounts owed to the Institution have been paid.

Resignations from members in good standing shall be accepted. Resignations from members who are not in good standing shall be accepted when all outstanding dues have been paid.

A member whose application to resign is received during the first three months of a financial year shall not be liable for subscription fees for that year.

The name of a member who has resigned will be removed from the Roll and such member shall have no claim against the assets of the Institution.

No distribution of Institution income or other assets shall be made to members. Payment for subsistence and travel will be made according to the approved travel policy when members travel on official business for the Institution.
<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Election of The Council Members</td>
<td>Calls for nomination for election of corporate members to the Council shall be done annually by means of a suitable notice in the SAICE magazine and an electronic mail to all eligible members.</td>
</tr>
<tr>
<td>2.1.1</td>
<td></td>
<td>Such nominations shall be signed by the nominee and seconded by two members using standard nomination forms.</td>
</tr>
<tr>
<td>2.2</td>
<td>Election of Office Bearers</td>
<td>The Council shall call for nominations from amongst its members for the position of President-elect. Such nomination shall be supported by five The Council Members. Similarly, nominations for Vice Presidents should be called for. Nominees for Vice Presidents need not be current Council Members, but should have served at least two terms on the Council. This process should occur prior to the first Council Meeting of the year, such that voting can occur at the first Council Meeting of the year. Should more nominations be received than the available positions for office bearers then a secret ballot shall be held.</td>
</tr>
<tr>
<td>2.3</td>
<td>Election of Executive Board Members</td>
<td>Prior to the final Council Meeting of the year the Council shall nominate at least 4 of its members to serve on the Executive Board for the following year. At least one of these members shall be from the under 36 group. Should more than four nominations be received a secret ballot shall be held amongst the Council Members present to select the appointees.</td>
</tr>
<tr>
<td>2.4.1</td>
<td>Attendance at Council Meetings</td>
<td>Elected members of the Council shall not be absent from Ordinary Meetings of the Council without an apology.</td>
</tr>
<tr>
<td>2.4.2</td>
<td></td>
<td>All Branches and Divisions shall ensure representation at the Council. The person attending shall be the elected representative or alternate.</td>
</tr>
<tr>
<td>2.5</td>
<td>Chairing of Meetings</td>
<td>The President shall chair the Council meetings, unless unavailable, in which case the President-Elect shall chair the meeting, failing which the Council shall elect a chair.</td>
</tr>
<tr>
<td>2.6</td>
<td>Documentation</td>
<td>All reports and documentation must be submitted at least 15 working days before a The Council meeting to a designated National Office staff member. All documents including an agenda shall be e-mailed to The Council Members 10 working days before a The Council meeting. Items not on the agenda may be added by majority The Council agreement at the meeting.</td>
</tr>
<tr>
<td>2.7</td>
<td>Establishment of Branches and Divisions</td>
<td>Approves establishment or de-establishment of Branches, Divisions and Student Chapters.</td>
</tr>
<tr>
<td>2.8</td>
<td>Non-members at The Council Meetings</td>
<td>The Council or Executive Board may invite any person (individual or representing an organization) whom it considers has an important contribution to make to the meeting proceedings by way of a presentation.</td>
</tr>
<tr>
<td>2.9</td>
<td>Reconvening Meetings</td>
<td>In the event of a quorum not being present at a meeting the meeting shall be reconvened not less than 10 working days, or more than 20 working days from the date at a time and place determined by those present. Due notice shall be given to all The Council members. The Council members present at a such a meeting shall constitute a quorum.</td>
</tr>
<tr>
<td>2.10</td>
<td>Eligibility</td>
<td>Corporate members not in good standing shall not be eligible to serve on the Council.</td>
</tr>
<tr>
<td>2.11</td>
<td>No of Vice Presidents</td>
<td>The number of Vice Presidents to be elected annually is 3.</td>
</tr>
</tbody>
</table>
### THE EXECUTIVE BOARD

**Chairing of meetings**

3.1 The President shall chair the Executive Board meeting unless unavailable, in which case the President-elect shall chair the meeting.

**Vacancy**

3.2 Should a vacancy occur during the year the Executive Board may co-opt a member of The Council to fill the vacancy on the Board.

### ADMINISTRATION

**Chief Executive Officer**

4.1.1 The appointment of the Chief Executive Officer shall be made by the Executive Board.

4.1.2 The Chief Executive Officer implements directives from the Executive Board and represents the Institution as directed by the Executive Board.

4.1.3 The Chief Executive Officer shall attend all meetings necessary to carry out his responsibilities or when so directed by the Executive Board or The Council.

4.1.4 The Chief Executive Officer may establish, within the approved business plan, a secretariat to provide support to members.

**Administrative year**

4.2 The administrative and financial year of the Institution shall be from 1 January to 31 December.

**Amendments to the Constitution**

4.3 When a ballot is held, the Chief Executive Officer shall notify each corporate member entitled to vote to amend the constitution by:

- placing a notice to this effect in a prominent place in one edition of the Institution’s magazine
- sending a similar notice by auditable communication
- posting on the Institution’s website.
- posting a copy of the proposed amended constitution on the Institution’s website.

The Chief Executive Officer shall thereafter arrange a ballot, giving the closing date and time for the ballot. Such closing date shall not be less than 35 days, nor more than 40 days after the date of the commencement of the ballot. The closing date shall be clearly stated and the ballot closed on the said date and time.

4.3.1 The Chief Executive Officer shall arrange for the secret ballot to be completed within 4 months of the Council’s resolution.

**Winding up or amalgamation**

4.4 No proposal for winding up or amalgamation shall be submitted to ballot, unless it is supported by the Council, or by the signatures of not less than 100 corporate members in good standing, and unless the proposal sets out the way the surplus assets of the Institution are to be dealt with.

4.4.1 Upon receipt of such a proposal, the Chief Executive Officer shall arrange for a secret ballot to be completed within 4 months of the receipt of the proposal, and shall forward by auditable communication and placing on the Institution’s website a statement of the views of the Council on the proposal.

4.4.2 Should the Institution be wound up the President, the President-elect and the Vice Presidents shall appoint liquidators and oversee the liquidation.
### Amendments to By-laws 4.5
The Council may amend the By-laws, provided that the proposal to change the By-laws is included in the notice convening the meeting. Such amendment shall be approved by not less than two-thirds of the members of the Council present.

**4.5.1** Such resolution shall not become operative until 2 months from the date of the meeting at which it was passed. If during such period any 2 members of the Council so request, a secret ballot of all members of the Council shall be held. Such resolution shall then become operative only if two-thirds of the members of the Council voting, are in favour of the amendment.

**4.5.2** Such amendments shall be brought to the notice of members of the Institution in a manner determined by the Council.

### Amendments to Rules 4.6
The Executive Board may amend the Rules, provided that the proposal to amend the Rules is in the notice convening the meeting. Such amendment shall be approved by not less than two-thirds of the members of the Executive Board present.

**4.6.1** Such resolution shall not become effective until ratified by the Council.

**4.6.2** Such amendments shall be brought to the notice of the Division and Branch Committees.

### Signatories 4.7
All deeds, documents and instruments that require signature on behalf of the Institution shall be signed by the President and by the Chief Executive Officer. In the absence of the President, documents shall be signed by the President-elect or a Vice President.

### Minutes 4.8
The National Office shall provide secretarial services to ensure that minutes are kept of all meetings of the Council, Executive Board, Standing Committees and special meetings. Copies of the minutes of all meetings of the Council and the Executive Board shall be sent to all members of the Council.

### Archiving 4.9
Approved sets of minutes and any authorized amendments concerning meetings shall be signed and dated by the Chair and duly filed and archived as permanent records. Such records shall be available to any member in good standing of the Institution on request.

### Magazine and other publications 4.10
The Council shall cause an official magazine or journal (or both) to be published at such intervals as the Executive Board may determine.

**4.10.1** Every member of the Institution shall, by virtue of his or her annual subscription, be entitled to receive one copy of each issue of the magazine and journal without additional charge. Students and other non-paying members shall receive electronic copies only.

**4.10.2** The Executive Board may from time to time cause any other publication deemed to be in the interest of members to be issued, and make a charge therefore.

### Remuneration Committee 4.11
A remuneration committee shall be established to oversee National Office Staff salaries and the appointment of senior management staff in accordance with agreed staffing organogram.

### Senior Staff 4.12
Chief Executive Officer in conjunction with the Remuneration Committee and Chair of Finance Committee shall appoint senior management staff.
<table>
<thead>
<tr>
<th>5</th>
<th>FINANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Finance and Admin Committee</strong></td>
<td>5.1 The Executive Board shall establish a Finance and Administration Committee comprising of members as tabulated in Section 10 of these By-laws.</td>
</tr>
<tr>
<td><strong>Funds and payments</strong></td>
<td>5.2.1 All payments drawn on behalf of the Institution shall be approved and counter approved by members of staff or committee members according to the procedure approved by the Finance and Administration Committee and accepted by the auditors.</td>
</tr>
<tr>
<td></td>
<td>5.2.2 Proper account shall be kept of all monies received and expended and of all assets and liabilities of the Institution.</td>
</tr>
<tr>
<td></td>
<td>5.2.3 Any activity the Institution engages in for profit shall be deemed to have been through a company established by the Council for such purpose.</td>
</tr>
<tr>
<td></td>
<td>5.2.4 Other than by decision of the Executive Board, the Institution shall not participate in any business, profession or occupation carried out by any of its members, or provide financial assistance to any of the members or provide premises, services or facilities required by its members for purposes of carrying out their business, profession or occupation.</td>
</tr>
<tr>
<td></td>
<td>5.2.5 All finances of the Institution and any companies created by the Institution shall be audited and a consolidated financial statement prepared on an annual basis.</td>
</tr>
<tr>
<td></td>
<td>5.2.6 All financial transactions shall be carried out by means of a bank account held at a registered commercial bank.</td>
</tr>
<tr>
<td><strong>Entrance fees and membership subscriptions</strong></td>
<td>5.3 All members, other than Honorary Fellows, shall be liable for an entrance fee and for an annual subscription appropriate to their grade of membership as set out in the By-laws, provided that the Council shall have the power to modify or waive any fee or subscription in exceptional circumstances. All members remain personally liable for the payment of the subscriptions.</td>
</tr>
<tr>
<td></td>
<td>5.3.1 The Council may revise the entrance fees and the annual subscriptions only if the proposed changes are approved by at least 75 per cent of The Council members present voting in a secret ballot. A motivation for the proposed change and a statement of the views of the Chair of the Finance and Administration Committee on the proposed changes shall be forwarded to all The Council Members with the agenda for the meeting at which the change will be considered. The annual Budget and membership subscription shall be approved at the last The Council meeting of the year and not later than 30 November.</td>
</tr>
<tr>
<td></td>
<td>5.3.2 All participants shall be liable for an entrance fee and for an annual subscription appropriate to their affiliation in line with the current fees of the Institution.</td>
</tr>
<tr>
<td></td>
<td>5.3.3 The residential classification of members of a Branch shall be determined by their address as given on the Roll on 1 January of each year. It is the Member’s responsibility to inform the Institution of changes to their physical address and contact information.</td>
</tr>
<tr>
<td></td>
<td>5.3.4 Members are entitled to free membership of 1 Division of their choice. Membership of additional Divisions shall be charged for as determined by The Council.</td>
</tr>
<tr>
<td><strong>Assessments paid to Organisations</strong></td>
<td>5.4 The annual subscription of members may include subscriptions for organisations approved by the Council which shall be paid on their behalf by the Institution.</td>
</tr>
</tbody>
</table>
Due date for membership subscriptions 5.5
Annual membership subscriptions shall become due and payable on 1 January each year.

Neglecting to pay membership subscriptions 5.6
A member of the Institution whose membership subscription is not paid within six months of the due date shall be entitled to limited privileges and benefits of membership of the Institution. The extent of the limited privileges and benefits shall be determined by the Executive Board.

The name of any member whose subscription is not paid within twelve months of the due date may, by resolution of the Membership Committee, be struck off the Roll, but such member shall nevertheless remain personally liable for all monies due by him to the Institution at the time of such resolution.

5.6.1 At the discretion of the Membership Committee a member whose name has been struck off the Roll may be re-admitted upon payment of all arrear subscriptions together with such fees as the Membership Committee may determine.

Confirmation of Election 5.7
Upon election or admission to the Institution a member shall be notified thereof by the Chief Executive Officer and shall thereupon become liable for the annual subscription, on a pro rata basis as determined from time to time.

5.7.1 Should such monies not have been paid within 2 months of the date of such notification being transmitted to the member the Membership Committee may declare the election null and void.

Transfer fees 5.8
Upon transfer from one grade to a higher grade in the Institution a member shall be notified thereof by the Chief Executive Officer and shall thereupon become liable for the appropriate transfer fee and for the difference between the annual subscriptions for the two grades, provided that if he/she is transferred during the last quarter of the financial year he/she shall not be liable for such difference in subscriptions for that year.

5.8.1 Should such monies not have been paid within two months of the date of transmitting such notification the Membership Committee may declare the transfer null and void.

5.8.2 The Council shall have power to modify or waive any transfer fee if it is deemed to be in the interest of the Institution.

6 TECHNICAL DIVISIONS

Division Operation 6.1.1
All Divisions, other than Joint Divisions, shall operate in accordance with the Constitution, these By-laws, the Standard Branch Rules and Administration Guidelines.

Joint Divisions 6.1.2
Joint Divisions shall operate in terms of the agreements governing these Divisions.

6.1.2.1 The partnership shall be governed by a joint agreement that takes into consideration the Governing documents of both Organisations.

6.1.2.2 Existing Joint Divisions agreements shall be renegotiated to be in-line with the Governing Documents of both Organisations.
Annual Administration Grant 6.2

An annual administration grant will be paid to Divisions according to a formula and annual budget constraints subject to submission of:

(i) an annual report

(ii) acceptable financial statements for the previous year being in good order as determined by the Institution's auditors and

(iii) an activity plan for the year in which the grant will be used.

Revision of Technical Sphere 6.3

The Executive Board may consider for recommendation to the Council the revision or broadening of a Division's specialized technical sphere if:

(i) a request is received from a Division Committee,

(ii) a new or expanded technical field is identified, or

(iii) other strategic reasons.

Division Disbandment 6.4

Similarly, disbandment of or consolidation of divisions could be considered for reasons given in 6.3.

Admission to Division 6.10

Upon admission to a Technical Division a member of the Division shall be notified thereof by the Chief Executive Officer and shall thereupon become liable for the appropriate annual subscription in the following year.

6.10.1 Should such monies not be paid within two months of the date of transmission of such notification the Executive Board may declare the admission null and void.

6.10.2 The first subscription of a member of a Division admitted during the last quarter of the financial year shall cover the period to the end of the succeeding year.

Division Subscriptions 6.11

Annual subscriptions for which participants of Divisions are liable, shall become due and payable on 1 January of each year.

Neglecting to pay Division subscriptions 6.12

A participant of a Division whose subscription is not paid within six months of due date shall not be entitled to any of the privileges and benefits of affiliation to the Division.

6.12.1 The name of any participant whose subscription is not paid within twelve months of due date may, by resolution of the Division Committee, be removed from the Division Participant List but such participants shall nevertheless be liable for all monies due by them to the Division at the time of such resolution.

6.12.2 At the discretion of the Division Committee a participant whose name has been removed from the Division Participant List may be re-admitted upon payment of all arrear subscriptions together with such fees as the Division Committee may determine.

Confirmation of admission of a Participant 6.13

Upon admission to a Technical Division, a participant shall be notified thereof by the Division and shall thereupon become liable for the appropriate entrance fee and annual subscription.

6.13.1 Should such monies not be paid within two months of the date of transmitting such notification, the Division Committee may declare the admission null and void.
### BRANCHES

#### Branch Operation

**7.1** Branches shall operate in accordance with the Constitution, these By-laws, the Standard Branch Rules and Administration Guidelines.

#### Annual Administration Grant

**7.2** An annual administration grant will be paid to Branches according to a formula and annual budget constraints, subject to submission of an annual report, acceptable financial statements for the previous year, as determined by the Institution’s auditors, and an activity plan for the year in which the money will be used.

#### Branch Boundaries

**7.3** Branch boundaries are generally defined using the postal coding system. The Executive Board may consider recommending revision of the branch boundaries to The Council if:

- (i) a request is received from two adjacent branch committees,
- (ii) a new concentration of members is caused by a long term large project, establishment of a new academic institution or similar, or
- (iii) deemed necessary for strategic reasons.

Any revisions shall be done in consultation with the affected branch(es).

#### Branch Disbandment

**7.4** Similarly, disbandment of or consolidation of branches could be considered for reasons given in 7.3 after consultation with the branches affected.

### STUDENT CHAPTERS

#### Student Chapter Rules

**8.1** Student Chapters shall operate in accordance with the Constitution, these By-laws, the Standard Student Chapter Rules and Administration Guidelines.

#### Fee waiver

**8.2** Students members will be granted a fee waiver for not more than 4 years. Such waiver shall be applied for annually.

### CREATION OF SPECIAL PURPOSE COMPANIES AND SPECIAL PURPOSE FUNDS

#### Directors

**9.1** In creating such special purpose companies, the Directors of such companies shall be nominated/approved by the Executive Board and one of the directors shall be a member of the Executive Board.

#### Annual report and statements

**9.2** To ensure effective Corporate Governance, an annual report and audited annual financial statements relating to the activities of any special purpose company or special purpose fund shall be presented to the Council for scrutiny and oversight purposes.

#### Directors

**9.3** Directors of such “special purpose” companies shall be appointed as tabulated in Section 10 of these By-laws.

### Composition of SAICE Committees/Panels/Companies

#### Committees

**10.1** Any panels or committees established from time to time by the Executive Board shall function under the auspices of the Executive Board and comprise a Chair and members as tabulated below.
**Directors**

Companies established in accordance with the Constitution shall comprise directors/members as tabulated below.

**Quorum**

A quorum at any meeting of units established under this By-law shall be 50% plus 1.

10.4 **Membership Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of</th>
<th>Representation</th>
<th>Membership Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>EB/The Council</td>
<td>The chair shall be a corporate member of the Institution nominated by the committee and ratified by the Executive Board and appointed by the President.</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
<td></td>
</tr>
<tr>
<td>1st Vice President</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
<td></td>
</tr>
<tr>
<td>The Council member</td>
<td>1</td>
<td>The Council</td>
<td>Corporate or Associate Member</td>
<td></td>
</tr>
<tr>
<td>The Council or other member</td>
<td>At least 3</td>
<td>The Council or other member</td>
<td>Corporate or Associate Member – selected or nominated by EB</td>
<td></td>
</tr>
<tr>
<td>Under 36 members</td>
<td>2</td>
<td>The Council or other member</td>
<td>Corporate or Associate Member</td>
<td></td>
</tr>
<tr>
<td>Membership officer(s)</td>
<td></td>
<td>National Office</td>
<td>One of the Corporate members shall be the Vice Chair.</td>
<td></td>
</tr>
</tbody>
</table>

10.5 **Finance and Administration Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of</th>
<th>Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>EB/The Council</td>
<td>The Chair of the Finance Committee shall be a Corporate Member with insight in corporate finance, nominated by the committee and ratified by the Executive Board and appointed by the President.</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
</tr>
<tr>
<td>President-elect</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
</tr>
<tr>
<td>SAICE (Pty) Ltd Representative</td>
<td>1</td>
<td>Pty Ltd</td>
<td>Director/Corporate Member</td>
</tr>
<tr>
<td>The Council Member</td>
<td>1</td>
<td>The Council</td>
<td>Corporate or Associate Member.</td>
</tr>
<tr>
<td>The Council or other member</td>
<td>3</td>
<td>The Council or other</td>
<td>Corporate or Associate Member</td>
</tr>
<tr>
<td>Under 36 member</td>
<td>1</td>
<td>The Council or other</td>
<td>Corporate or Associate Member</td>
</tr>
<tr>
<td>Other</td>
<td>up to 5</td>
<td></td>
<td>Any other person or persons whom the Committee or EB considers useful to the functioning of the committee.</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>1</td>
<td>The Council</td>
<td>Corporate Member</td>
</tr>
</tbody>
</table>

One of the Corporate members shall be the Vice Chair.

10.6 **Education and Training Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of</th>
<th>Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>EB/The Council</td>
<td>The Chair of the Education and Training committee shall be a Corporate Member with insight into education and training</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
</tr>
<tr>
<td>3rd Vice President</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
</tr>
<tr>
<td>Position</td>
<td>Number of Representation</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>The Council Member</td>
<td>1</td>
<td>The Council Corporate Member</td>
<td></td>
</tr>
<tr>
<td>Academic member</td>
<td>1</td>
<td>The Council or other Corporate Member</td>
<td></td>
</tr>
<tr>
<td>The Council or other member</td>
<td>1</td>
<td>The Council or other Corporate Member</td>
<td></td>
</tr>
<tr>
<td>The Council or other member</td>
<td>1</td>
<td>The Council or other Corporate Member</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>up to 5</td>
<td>Any other person or persons whom the Committee or EB considers useful to the functioning of the committee.</td>
<td></td>
</tr>
<tr>
<td>The Council or other member</td>
<td>1</td>
<td>The Council or other Corporate Member</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>One of the Corporate members shall be the Vice Chair.</td>
<td></td>
</tr>
</tbody>
</table>

**Branches and Divisions**

In accordance with branch and division rules.

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Council Corporate Member</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>1</td>
<td>Other Corporate Member</td>
</tr>
<tr>
<td>Up to 6 others</td>
<td>6</td>
<td>At least 50% corporate members</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All of above under 36</td>
</tr>
</tbody>
</table>

**History and Heritage Panel**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Council Corporate Member</td>
</tr>
<tr>
<td>Up to 10 others</td>
<td>10</td>
<td>Corporate or Associate Member (Must have an interest in the subject)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One of the Corporate members shall be the Vice Chair.</td>
</tr>
</tbody>
</table>

**International Panel**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Appointed by EB Corporate Member</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Ex Officio Corporate Member</td>
</tr>
<tr>
<td>Vice President</td>
<td>1</td>
<td>Ex Officio Corporate Member</td>
</tr>
<tr>
<td>Up to 6 others</td>
<td>6</td>
<td>Corporate or Associate Member (Must have an interest in International Affairs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One of the Corporate members shall be the Vice Chair.</td>
</tr>
</tbody>
</table>

**Professional Development and Projects (NPC)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair/director</td>
<td>1</td>
<td>Appointed by EB</td>
</tr>
<tr>
<td>Managing Director</td>
<td>1</td>
<td>Appointed by EB</td>
</tr>
<tr>
<td>Directors</td>
<td>At least 3</td>
<td>Appointed by EB</td>
</tr>
<tr>
<td>Members</td>
<td>At least 3</td>
<td>Corporate or other member appointed by EB. 1 under 36 According to the Act a Not for Profit Company (NPC) must have at least 3 directors and may have members.</td>
</tr>
</tbody>
</table>
### 10.12 SAICE (Pty) Ltd

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of</th>
<th>Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Director</td>
<td>1</td>
<td></td>
<td>Appointed by EB</td>
</tr>
<tr>
<td>Directors</td>
<td></td>
<td></td>
<td>Appointed by EB depending on needs.</td>
</tr>
</tbody>
</table>

### 10.13 Remuneration Committee – a sub-committee of Finance Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of</th>
<th>Representation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Appointed by EB</td>
<td>Corporate Member with an interest or experience in HR related matters.</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
</tr>
<tr>
<td>President-elect</td>
<td>1</td>
<td>Ex Officio</td>
<td>Corporate Member</td>
</tr>
<tr>
<td>1 Vice President</td>
<td>1</td>
<td></td>
<td>Corporate Member</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Financial Officer or Manager</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair Finance Committee</td>
<td>1</td>
<td>EB</td>
<td>Corporate Member</td>
</tr>
<tr>
<td>Any person EB considers necessary</td>
<td>2</td>
<td></td>
<td>Any suitably qualified person who could contribute</td>
</tr>
</tbody>
</table>
6. Standard Branch and Division Rules
STANDARD RULES: BRANCHES

1. GENERAL

1.1 Name
The name of the Branch shall be the ……….. Branch of SAICE.

1.2 Objectives
The objectives of the Branch established in terms of Clause 8.1 of the Constitution, is to:

1.2.1 promote the excellence of civil engineering and the advancement of the profession of civil engineering within the Branch;

1.2.2 promote an awareness regarding technology and civil engineering through interaction with the community and the public at large;

1.2.3 further the art and science of technology and civil engineering through organising conferences, seminars and workshops;

1.2.4 make input into and respond to public documents (including codes of practice, standards and legislation) relating to the Branch;

1.2.5 hold such meetings as may be necessary in order to conduct the affairs of the Branch;

1.2.6 organise excursions and social functions;

1.2.7 be accountable in terms of acceptable business practice for control of the Branch’s finances.

1.3 Interpretation
In these rules, unless there be something in the subject or context inconsistent herewith:

1.3.1 "the Institution" means the SAICE and as such the South African Institution of Civil Engineering,

1.3.2 "the Branch" means the SAICE Branch,

1.3.3 "the Council" means the Council of the Institution,

1.3.4 "the Committee" means the Branch Committee of the SAICE Branch,

1.3.5 "the Constitution" means the Constitution of SAICE

2. MEMBERSHIP AND AFFILIATION

2.1 2.1.1 Members of a Branch shall comprise every member of the Institution as provided for in Clause 8.2 of the Bylaws.
2.1.2 Participants of a Branch shall comprise individuals, interest
groups or companies as provided for in Clause 8.3 of the
Bylaws.

2.1.3 The rights of members of the Branch who are not members of
the Institution and Participants shall be as described in
Clauses 8.4 of the Bylaws.

3. **BRANCH COMMITTEE**

3.1 **Management**

In term of Clause 8.4 of the Constitution, the management of
the Branch shall be vested in a Branch Committee.

3.2 **Composition and terms of Office:**

The Branch Committee shall comprise the following members:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>2 years</td>
</tr>
<tr>
<td>Chairman Elect</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Immediate Past Chairman</td>
<td>2 years preferably</td>
</tr>
<tr>
<td>Secretary</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Treasurer</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Council Representative</td>
<td>2 years preferably</td>
</tr>
<tr>
<td>Branch Representative</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Under-36 member</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Graduate member</td>
<td>At least 1 year</td>
</tr>
</tbody>
</table>

as well as any number of additional members as decided on by
the Committee from time to time to represent specific
portfolios or to fulfil specific tasks. (Where appropriate, an
office bearer can hold more than one designation.)

3.3 **Nominations:**

3.3.1 The Branch Secretary shall on an annual basis, before the 15
September of each year, send to every member of the Branch
a notice calling for nominations of the candidates for election.

3.3.2 Nominations shall be submitted to the Branch Secretary
before 15 October each year.

3.4 **Election and Conditions of Service on the Committee:**

3.4.1 Only members of the Institution as provided for in Clause 8.2
of the Bylaws and Rule 2.1.1 may be elected to the Committee
of a Branch.

3.4.2 The Chairman of the Branch must be a Corporate Member of
the Institution.

3.4.3 Every candidate for the election to the Committee shall be a
member in good standing of the Branch, as provided for in
Clause 6.2 of the Constitution, and shall be nominated by two
members of the Branch.
3.4.4 Every nomination shall be signed by the candidate to signify his/her willingness to accept office.

3.4.5 Should sufficient candidates or less candidates than required be nominated, they shall be duly elected.

3.4.6 Should more candidates than required by Rule 3.2 be nominated, a secret postal ballot of the members of the Branch shall be held and the Branch Secretary shall post a ballot paper to every member of the Branch before 31 October. All ballot papers that are returned later than 15 November or that record votes for more than the required number of candidates shall be invalid.

3.4.7 Should fewer than the required number of candidates be elected, the Committee may upon assuming office co-opt members of the Branch to fill the vacancies.

3.4.8 Should a vacancy occur on the Committee during the year, the Committee may co-opt a member of the Branch to fill the vacancy.

3.4.9 The Branch Committee shall submit the names of the members of the Committee and their portfolios for the ensuing year to the National Office of the Institution before 30 November of each year.

3.5 Committee Meetings:

3.5.1 Ordinary meetings of the Committee shall be held at least four times during each calendar year.

3.5.2 A special meeting of the Committee shall be called by the Chairman on the request of not less than one third of the members of the Committee.

3.5.3 One third of the members of the Committee shall constitute a quorum at a Committee Meeting, subject to the condition that the Chairman or the Chairman Elect is present at the meeting.

3.5.4 Any member of the Committee who is absent for three consecutive Committee Meetings without permission of the Committee shall cease to be a member of the Committee.

3.6 Council Representative and Alternative:

Each year the incoming Committee shall elect from amongst the Corporate members of the Committee a Council Representative and an Alternative Representative to represent the Branch on the Council for the ensuing year and the Branch Secretary shall submit their names to the National Office of the Institution before 30 November of each year.

3.7 Sub-Committees:

The Committee shall have the power to appoint sub-committees as it may deem necessary and may appoint any person, whether a member of the Branch or not, to sub-committees.
4. ADMINISTRATION

4.1 Amendment of Rules: The Standard Branch rules shall only be amended if the proposed amendment is approved by a two-thirds majority of the members present at a meeting of the Branch called for the purpose of amending the rules, and shall be subject to the approval of Council.

4.2 Minutes: The Branch Committee shall cause Minutes to be kept of all meetings of the Branch. Minutes of all meetings shall be submitted to the National Office on a regular basis.

4.3 Chairman’s Report: The Chairman shall prepare an annual report of the Branch which shall be submitted, together with the financial statement referred to under Rule 5.2, to the National Office of the Institution before 31 December of each year.

4.4 Council Requests and Reports: The Committee will be expected to carry out such duties as may be requested by the Council from time to time.

A Branch report which includes a concise summary of activities of the Branch must be submitted to the National Office to be included in each Council Agenda.

4.5 Constitution and By-Laws: When any matter arises which is not covered by these rules, it shall be governed by the Constitution and the By-Laws of the Institution.

4.6 Disbandment: The Council may, after consultation with the Branch Committee, disband the Branch in terms of Clause 8.5 of the Constitution.

5. FINANCE

5.1 Accounts: The Committee shall arrange for accurate accounts to be kept of all monies collected and expended.

5.2 Annual Financial Statement: The Treasurer shall prepare an annual statement of revenue and expenditure, which shall be certified by a person approved by the Committee. This statement shall be presented at the Branch’s Annual General Meeting of the year, and thereafter submitted to the National Office of the Institution together with the Chairman’s Report referred to under Rule 4.3.

6. BRANCH MEETINGS FOR MEMBERS

6.1 Annual General Meeting: An Annual General Meeting shall be held not later than May each year at which the Immediate Past Chairman shall submit the Chairman’s Report and the Treasurer shall present the Financial Report for the previous year.

6.2 Ordinary General Meetings: Ordinary General Meetings of the Branch shall be held on dates to be determined by the Committee.
6.3 Special General Meetings:

6.3.1 A Special General Meeting of the Branch may be held at any time at the instigation of the Committee.

6.3.2 A Special General Meeting of the Branch shall be held within 28 days of the receipt by the Branch Secretary of a request for such a meeting, signed by not less than 5% of the Branch Members, provided that such request specifies the business, which the meeting is to consider.

6.3.3 Only such business as is set forth in the notice convening the meeting shall be considered at a Special General Meeting.

6.4 Notice of Meetings:

Notice convening Special General Meetings of the Branch shall be posted to all members not less than 14 days before such meeting.

6.5 Voting:

6.5.1 Only members of the Institution who are members of the Branch shall be allowed to vote at a meeting of the Branch.

6.5.2 Motions put to a meeting shall be decided by a simple majority of votes except as provided for under Rule 4.1.

6.5.3 The Chairman of the meeting shall have a deliberate and a casting vote.

6.6 Quorum:

6.6.1 A quorum at any General Meeting shall be 2% of the Branch members.

6.6.2 If a quorum is not present within 15 minutes then the meeting shall be adjourned for 30 minutes.

6.6.3 If a quorum is not present when the meeting reconvenes, then the members present shall be deemed to be a quorum.
1. **GENERAL**

1.1 **Name**

The name of the Division shall be the .......... Division of SAICE.

1.2 **Objectives**

The objectives of the Division, established in terms of Clause 9.1 of the Constitution, is to:

1.2.1 promote the excellence of civil engineering and the advancement of the profession of civil engineering within the Division’s specialised sphere;

1.2.2 promote an awareness regarding technology and civil engineering through interaction with the community and the public at large;

1.2.3 further the art and science of technology and civil engineering through organising conferences, seminars and workshops;

1.2.4 make input into and respond to public documents (including codes of practice, standards and legislation) relating to the Division’s specialised sphere;

1.2.5 hold such meetings as may be necessary in order to conduct the affairs of the Division;

1.2.6 organise excursions and social functions;

1.2.7 be accountable in terms of acceptable business practice for control of the Division’s finances.

1.3 **Interpretation**

In these rules, unless there be something in the subject or context inconsistent herewith:

1.3.1 "the Institution" means the SAICE and as such the South African Institution of Civil Engineering;

1.3.2 "the Division" means the SAICE Division;

1.3.3 "the Council" means the Council of the Institution;

1.3.4 "the Committee" means the Division Committee of the SAICE Division.

2. **MEMBERSHIP AND AFFILIATION**

2.1 **2.1.1**

Members of a Division shall comprise every member of the Institution as provided for in Clause 9.2 of the Bylaws.

2.1.2 Participants of a Division shall comprise individuals, interest groups or companies as provided for in Clause 9.3 of the Bylaws.
3. DIVISION COMMITTEE

3.1 Management

In term of Clause 9.4 of the Constitution, the management of the Division shall be vested in a Divisional Committee.

3.2 Composition and terms of Office:

The Division Committee shall comprise the following members:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>2 years</td>
</tr>
<tr>
<td>Chairman Elect</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Immediate Past Chairman</td>
<td>2 years preferably</td>
</tr>
<tr>
<td>Secretary</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Treasurer</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Council Representative</td>
<td>2 years preferably</td>
</tr>
<tr>
<td>Division Representative</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Under-36 member</td>
<td>At least 1 year</td>
</tr>
<tr>
<td>Graduate member</td>
<td>At least 1 year</td>
</tr>
</tbody>
</table>

as well as any number of additional members as decided on by the Committee from time to time to represent specific portfolios or to fulfil specific tasks. (Where appropriate, an office bearer can hold more than one designation.)

3.3 Nominations:

3.3.1 The Division Secretary shall on an annual basis, before the 15 September of each year, send to every member of the Division a notice calling for nominations of the candidates for election.

3.3.2 Nominations shall be submitted to the Division Secretary before 15 October each year.

3.4 Election and Conditions of Service on the Committee:

3.4.1 Only members of the Institution as provided for in Clause 9.2 of the Bylaws and Rule 2.1.1 may be elected to the Committee of a Division.

3.4.2 The Chairman of the Division must be a Corporate Member of the Institution.

3.4.3 Every candidate for the election to the Committee shall be a member in good standing of the Division, as provided for in Clause 6.2 of the Constitution, and shall be nominated by two members of the Division.

3.4.4 Every nomination shall be signed by the candidate to signify his/her willingness to accept office.

3.4.5 Should sufficient candidates or less candidates than required be nominated, they shall be duly elected.
3.4.6 Should more candidates than required by Rule 3.2 be nominated, a secret postal ballot of the members of the Division shall be held and the Division Secretary shall post a ballot paper to every member of the Division before 31 October. All ballot papers that are returned later than 15 November or that record votes for more than the required number of candidates shall be invalid.

3.4.7 Should fewer than the required number of candidates be elected, the Committee may upon assuming office co-opt members of the Division to fill the vacancies.

3.4.8 Should a vacancy occur on the Committee during the year, the Committee may co-opt a member of the Division to fill the vacancy.

3.4.9 The Division Committee shall submit the names of the members of the Committee and their portfolios for the ensuing year to the National Office of the Institution before 30 November of each year.

3.5 Committee Meetings:

3.5.1 Ordinary meetings of the Committee shall be held at least four times during each calendar year.

3.5.2 A special meeting of the Committee shall be called by the Chairman on the request of not less than one third of the members of the Committee.

3.5.3 One third of the members of the Committee shall constitute a quorum at a Committee Meeting, subject to the condition that the Chairman or the Chairman Elect is present at the meeting.

3.5.4 Any member of the Committee who is absent for three consecutive Committee Meetings without permission of the Committee shall cease to be a member of the Committee.

3.7 Sub-Committees: The Committee shall have the power to appoint sub-committees as it may deem necessary and may appoint any person, whether a member of the Division or not, to sub-committees.

4. ADMINISTRATION

4.1 Amendment of Rules: The Standard Division rules shall only be amended if the proposed amendment is approved by a two-thirds majority of the members present at a meeting of the Division called for the purpose of amending the rules, and shall be subject to the approval of Council.

4.2 Minutes: The Division Committee shall cause Minutes to be kept of all meetings of the Division. Minutes of all meetings shall be submitted to the National Office on a regular basis.

4.3 Chairman's Report: The Chairman shall prepare an annual report of the Division which shall be submitted, together with the financial statement referred to under Rule 5.2, to the National Office of the Institution before 31 December of each year.
4.4 **Council Requests and Reports:**
The Committee will be expected to carry out such duties as may be requested by the Council from time to time.

A Division report which includes a concise summary of activities of the Division must be submitted to the National Office to be included in each Council Agenda.

4.5 **Constitution and By-Laws:**
When any matter arises which is not covered by these rules, it shall be governed by the Constitution and the By-Laws of the Institution.

4.6 **Disbandment:**
The Council may, after consultation with the Division Committee, disband the Division in terms of Clause 9.6 of the Constitution.

5. **FINANCE**

5.1 **Accounts:**
The Committee shall arrange for accurate accounts to be kept of all monies collected and expended.

5.2 **Annual Financial Statement:**
The Treasurer shall prepare an annual statement of revenue and expenditure, which shall be certified by a person approved by the Committee. This statement shall be presented at the Division's Annual General Meeting of the year, and thereafter submitted to the National Office of the Institution together with the Chairman's Report referred to under Rule 4.3.

6. **DIVISION MEETINGS FOR MEMBERS**

6.1 **Annual General Meeting:**
An Annual General Meeting shall be held not later than May each year at which the Immediate Past Chairman shall submit the Chairman's Report and the Treasurer shall present the Financial Report for the previous year.

6.2 **Ordinary General Meetings:**
Ordinary General Meetings of the Division shall be held on dates to be determined by the Committee.

6.3 **Special General Meetings:**

6.3.1 A Special General Meeting of the Division may be held at any time at the instigation of the Committee.

6.3.2 A Special General Meeting of the Division shall be held within 28 days of the receipt by the Division Secretary of a request for such a meeting, signed by not less than 5% of the Division Members, provided that such request specifies the business, which the meeting is to consider.

6.3.3 Only such business as is set forth in the notice convening the meeting shall be considered at a Special General Meeting.

6.4 **Notice of Meetings:**
Notices convening Special General Meetings of the Division shall be posted to all members not less than 14 days before such meeting.

6.5 **Voting:**

6.5.1 Only members of the Institution who are members of the Division shall be allowed to vote at a meeting of the Division.
6.5.2 Motions put to a meeting shall be decided by a simple majority of votes except as provided for under Rule 4.1.

6.5.3 The Chairman of the meeting shall have a deliberate and a casting vote.

6.6 **Quorum:**

6.6.1 A quorum at any General Meeting shall be 2% of the Division members.

6.6.2 If a quorum is not present within 15 minutes then the meeting shall be adjourned for 30 minutes.

6.6.3 If a quorum is not present when the meeting reconvenes, then the members present shall be deemed to be a quorum.
7. Student Chapters

Guidelines for the creation of a Student Chapter
Promotional material for Student Chapters
GUIDELINES
FOR THE CREATION OF
A
STUDENT CHAPTER

Published by the South African Institution of Civil Engineering (SAICE)
SAICE GUIDELINES FOR THE CREATION OF A STUDENT CHAPTER

ADMINISTRATIVE GUIDELINES FOR THE ESTABLISHMENT OF STUDENT CHAPTERS

1. Representative Group of Student Members decide to form a Student Chapter
2. Branch agrees to “host” chapter and advises them (see annexure A)
3. Representative Group prepares Chapter Rules in accordance with pro forma (see annexure C)
4. Branch submits proposed Chapter Rules to F&A committee for approval (see annexure D).
5. F&A reviews application and recommends establishment to EB and approves grant funding
6. EB approves the establishment of the Chapter and notifies Branch (see Annexure E)
7. Chapter forms steering committee to establish first chapter membership list
8. Chapter participates in all Branch events and is represented on Branch committee.
9. National Office pays grant to Branch who must create sub-account for these funds.
10. Branch applies to National Office for initial grant funding of R 5000.00 for new Chapter
11. Chapter notifies Branch of elected officials and annual plan of action
12. *Note: It is strongly recommended that the Chapter committee should be elected from different study levels to ensure continuity*
13. Chapter conducts elections at launch meeting for office bearers etc.
SAICE Student Chapter Guideline Document

Introduction

A number of years ago the SAICE membership Committee acknowledged the benefit of encouraging university and UoT students to join SAICE. It was argued that if potential members are targeted when they are students, then the transformation of the institution and the long term survival (addressing the breaking wave) would be guaranteed.

Over time the approach to recruiting students has been reviewed, and the time has come for a more formal Student Structure within SAICE to be developed, and nurtured. To this end the establishment of Students Chapters at most if not all Universities offering a Civil Engineering programme should be made a high priority.

This document will endeavour to facilitate the roll out of that process.

SAICE Constitution

The SAICE Constitution makes specific provision for the establishment of Student Chapters;

10. STUDENT CHAPTERS

10.1 Establishment

To promote the objects of the Institution amongst any group of Student Members Council may, at its discretion, create and control a Student Chapter of the Institution. Except in special circumstances a Student Chapter shall not be established unless written request to that effect has been received from not fewer than ten Student Members within such group.

10.2 Chapter Rules

Student Chapters shall conduct their affairs in accordance with the Constitution and By-Laws and the Chapter Rules. Such Rules and any amendments thereto shall be approved by Council and the Educational Institution on which Campus the Student Chapter is established.

10.3 Annual Report

Each Chapter Committee shall in respect of the preceding year submit an annual report to Council on its activities and an expenditure report to the Finance and Administration Committee.

10.4 Disbandment

Council shall have power, after consultation with the Chapter Committee, to disband the Chapter concerned, if such action is considered to be in the interest of the Institution.
Establishment (first steps):

The establishment of a “new” Student Chapter at a University or University of Technology can be initiated by one of the following ways:

• A Branch can apply for the establishment of a Student Chapter at a University or UoT in their geographic area, based on the identified need for such a chapter.
• A sufficiently represented group of SAICE Student Members can apply to the local SAICE Branch for the establishment of a Student Chapter at their University or UoT (See Annexure A).

The Branch will consider the application and notify the Student Members of their support or otherwise of the establishment of a Chapter (See Annexure B). On receipt of written approval to proceed with the establishment of a Student Chapter, it is recommended that as a first step a draft set of Rules for the Chapter is developed outlining at least the following:

Mission of the Chapter:

This should be in keeping with the SAICE Mission Statement but adopted to suit the Student Chapter, for example;

The mission of the [name] Student Chapter is to promote the justifiable interests of its members and to ensure that society is well served in its civil engineering needs, with particular emphasis on improvement of the quality of life, protection of the environment and conservation of resources.

Branch Committee Representative:

There must be a representative (preferably a lecturer, but could be a technical support staff member) at the respective institution who is also ideally a member of the local branch committee to guide the Chapter. This lecturer also acts as a link between the Chapter and the management of the institution, providing opinions and guidelines to the inexperienced Chapter. With the help of the lecturer, a room or location must be confirmed where meetings can take place. This should be done at an early stage to make the chapter function effectively.

Chapter Structure:

The Chapter needs to have a minimum number of portfolios in order to function (it is possible that one member might have more than one portfolio).

• A Chairperson (recommend this should be a senior student)
• A Deputy Chairperson (recommend this should be a third year student to ensure continuity)
• A Secretary
• A Treasurer
• A Branch Committee Representative (who is a student member – this need not be a separate person but could be any of the above)
• An Events co-ordinator
• A Recruitment Member
• Any other members as may be necessary for the efficient functioning of the Chapter.
**Election Procedure**

It is suggested that the following procedure be followed for the election of a Chapter Committee:

- Students are invited to send in a CV and letter of motivation to the current Chapter committee or Branch if newly established.
- The committee/branch will review the applications and interview shortlisted applicants.
- Once the new committee has been selected, portfolios can be decided by either:
  - Voting for portfolios, or
  - Allocation of portfolios by the branch/outgoing committee.

**Finances**

The most essential component of the success of the Chapter will be having a transparent and well controlled financial system. The SAICE Finance and Administration Committee have approved the allocation of R 5 000,00 as initial start-up capital for a Chapter, and an additional R 5 000,00 per annum thereafter to ensure its continued existence.

It is acknowledged that this amount will in all probability be inadequate to achieve all the stated objectives of the Chapter, however students should be empowered to raise additional funds through their own fund raising or sponsorship initiatives, under the guidance of the SAICE Branch.

A requirement for SAICE National Office to release the start-up capital, is to have approval from Executive Board that the Student Chapter has been established, thereafter there are two options for the payment:

- The preferred option would be for the Branch to open up a separate cost centre within their accounting system to manage the Student Chapter finances *(i.e. the money would be paid into the Branch SAICE account)*, where after it is managed between the Branch Treasurer and the Chapter Treasurer. It is accepted that in some cases Branches may have more than one student chapter within the branch.
- Where for practical reasons the first option cannot be managed, then a Student Chapter can apply to the SAICE F&A Committee to open up an independent Standard Bank account, there are very specific FICA requirements should this route be followed and it would be the exception rather than the norm.

In order to ensure there is no qualified audit, the funds of the student Chapter need to be subjected to annual review, and hence the reason why it is recommended that these funds should be incorporated into a Branches Annual Financial Statements

**Typical Rules**

Whilst the character of each Student Chapter will vary, there are some fundamental rules within which it is recommended that each Chapter should operate. These may of course be modified to suit the particular University, but should be formulated and accompany the application for the establishment of the Chapter.

These are the principles in which the students *(hereafter referred as “members”)* of the SAICE student chapter *(hereafter referred as “chapter”)* may interact with each other.
GENERAL TERMS AND CONDITIONS

1. All members should treat each other with respect.
2. Committee members must acknowledge the academic priority of the chapter members before giving a task.
3. Committee members must not delegate tasks that are diminishing to the other members in any way.
4. Members should carry out Student Chapter tasks to the fullest of their capacity.
5. Members must understand that the portfolios provided are only a guideline of activities and they may be asked to perform tasks from other portfolios.
6. Should the member use his own motor vehicle, the running costs incurred to him/her, should be reimbursed through the chapter funding, at the prevailing SARS guideline rate. However, prior authority must have been obtained to undertake the official travel before doing so from the Chapter Chairperson.
7. Should the member incur any costs during the execution of an event, then such costs may only be recovered against the provision of all source documentation.
8. All chapter funds should be used for the benefit of SAICE and not for individual members. However, drinks and snacks for socialising after a regular meeting, event, colloquium, or other function are acceptable, provided they have been provided for in the student chapter budget, and been approved by the committee.

WORKING ACTIVITIES

1. All Committee Members are to be present at all chapter regular meetings, extra-ordinary meetings and events unless reasonable justification is provided to the chairman/secretary in advance.
2. Late arrival will not be condoned unless reasonable justification is provided to the chair or secretary in advance. The same applies for cases were the member will request permission to be excused early from a meeting.
3. A minimum of two (2) days’ notice should be given in the event that a member wishes to record an apology for a meeting.
4. A minimum of one (1) day notice is required should a member intend to report late for a meeting. The same applies for cases were the member will be asking to be excused early from a meeting.
5. The above is waived in cases of illness, emergencies or uncontrollable situations in which case the chair and secretary to be informed as soon as practicably possible.

INDEMNITY CLAIM

The chapter accepts no responsibility or liability for the loss of, or damage to any personal effects including money or other negotiable instruments that belongs to the members, while executing an event or regular chapter meeting. In fact, the member indemnifies the chapter for all consequences in connection therewith.

REMUNERATION OF THE MEMBER

There will be no financial remuneration to the members apart from the reimbursements mentioned above. Participating in the activities of the Chapter should be seen as volunteer work, designed to prepare the member for real life employment situation and to expose the member to the organization and its structures.

It is however recommended that an appropriate certificate of acknowledgement be made to those Chapter members who have made a substantial contribution to the affairs of the Chapter and to SAICE in general.

TERMINATION OF DUTIES
Should the committee member not be able to continue his activities with the chapter, the following proceedings are to take place:

1. Acceptable reasoning is to be provided for termination of duties. Academic priority is an acceptable reason.
2. A notice period of three (3) weeks is to be given to the chapter, during which the member is expected to continue his activities as above mentioned.
3. The member is to recommend a suitable chapter member as a replacement for the portfolio being vacated to the committee.

Should the chapter wish to terminate the duties of one of the committee members the following proceedings should take place:

4. Acceptable reasoning should be provided to the member. This may not always be due to misconduct of the member, it could also be to adjust the structure of the chapter.
5. A notice of three (3) weeks is to be given to the member, during which the member is expected to continue his activities.
6. The member is to provide a suitable replacement to the chapter.
7. If dismissal is as a result of misconduct by the member, there must be a record of a disciplinary action taken against the member, and proof that the member failed to comply to the changes requested.

**DISCIPLINARY ACTION GUIDELINES IN A SAICE STUDENT CHAPTER**

*Considerations to take before carrying out a disciplinary action*

a. This is a very sensitive topic. Proceeding with this action may result in the resignation of the disciplined person, therefore it is advisable to use this option as a last result.
b. It is preferable to approach the member in an informal manner to convince him/her to change their behaviour. For cases were this is not possible, or the chapter sees fit, these guidelines are provided.
c. Note, that there are no *first and second verbal warnings* as is the practice in industry, as the term of the chapter committee members usually only lasts for one year. Implementing these, would result in a lengthy procedure in which the chapter could be made vulnerable.
d. No members are immune from being disciplined to these guidelines. That includes chair, vice-chair and secretary who would also constitute the disciplinary team provided they are not the subject of the disciplinary.
e. The roles mentioned in these guidelines (i.e. chair, vice-chair and secretary) may be swapped to fit the situation at hand.
f. It is also highly advisable that the disciplinary actions of one year are not carried over to the next year. With a new year, the team members often change and the dynamics of the team changes too. It is only fair for old grievances to be overcome with the new term.

In the case where the misconduct of one or more members is severe, the following set of guidelines applies:

**FIRST WRITTEN WARNING:** This is the first stage of a two stage road to recovery of the member, in which he must be informed (for the first time) of his misconduct. It is important to notice, that at this stage the Chapters efforts should be focused in correcting the behaviour rather than punishing the member. This can be done, through re-statement of the members worth to the team and other methods with the aim at revitalising the member’s commitment to the team.

The proceedings at this stage are:
1. A letter must be drawn to the disciplined member by the vice-chair. The chairperson may take the responsibility upon severity of the case, and the letter must be signed by the vice-chair, chair and secretary.

2. A hearing must be organized where the secretary, the chairperson, the vice-chairperson and the disciplined member are to be present. This hearing is to be chaired by the vice-chairman of the chapter who is also the disciplinarian of the chapter. The secretary presence at this meeting is required for book-keeping and to ensure that a fair trial is observed, therefore his involvements are to be minimal in the discussions. The chair’s presence is requested to keep the discussions from turning into an argument, in case the vice-chair fails to control the meeting. The disciplined person is requested to defend himself at this hearing.

3. After the hearing the chairman is to compile a hearing feedback, which serves a “defended first written warning”. This is to be signed by the chair, vice-chair, secretary, and disciplined person (optional). In many cases the disciplined person may refuse to sign, yet the opportunity must be provided.

4. The full length of the disciplinary action procedure must be explained to the disciplined person to assure him that a fair trial is taken place. In other words, he must be explained that a second written warning may be issue if his behaviour remains unchanged.

SECOND WRITTEN WARNING: This is the last opportunity (stage) in which the disciplined member is afforded an opportunity to change his behaviour. Although, at this advanced stage it is unlikely that the member is able to change his conduct, this process is highly necessary for the integrity of the chapter. It is also important to note that some members may be able to correct themselves faced with near dismissal.

At this stage, the chapter is asked to discuss as a group on the advantages of keeping the disciplined person in the chapter. The benefits are to be measured against the disadvantages. In case the chapter decides to retain the disciplined person and the misconduct continues, the chair may use the “termination of duties” clause of the “rules of the student chapter” document when convenient to the chapter.

The proceedings at this stage are:

1. A letter must be written to the disciplined member by the vice-chair. The chairperson may take the responsibility depending on the severity of the case, and the letter must be signed by the vice-chair, chair and secretary. In this letter, the disciplined member must be notified that a group discussion on his future in the chapter will take place.

2. The group discussion must be chaired by the chairperson of the chapter. It must be kept short and straight to the point, avoiding any sort of speculation and unfair treatment to the disciplined person. This can be achieved by stating the advantages of having the disciplined person in the chapter, and the disadvantages in keeping the person before taking a feedback vote or the general opinion of the chapter.

3. A decision is to be made by the chair and the vice-chair on the matter.

4. A notice (with no hearing) is to be given to the disciplined person, through a letter written by the vice-chair. This letter must be signed by the secretary, the chairperson and the vice-chairperson.

5. Note that if the disciplined person is to be dismissed at this stage, the “termination of duties” clause of the “rules of the student chapter” applies.

Recommended Activity Timeline:

As academic calendars vary from institution to institution the following should be used merely as a guide on how to plan the activities of the chapter;

1st term:
• Membership recruitment session (this should usually coincide with academic registration)
• SAICE Chapter event/seminar
• Site visit
• Presidential visit (this will however be dependent on the President’s schedule for the year)

2nd term:
• SAICE Chapter event/seminar
• Internal Water Competition
• Site visit

3rd term:
• Membership recruitment session (where a second semester intake is held – e.g. UoT’s)
• Internal Bridge Building competition
• SAICE Chapter event/seminar
• Nominations for committee members for following academic year

4th term:
• Election of new Chapter Committee for following year
• SAICE Chapter event/Seminar
• Site visit

When drawing up the programme for the year, the Chapter must consider the length of the term in mind as well as the start of tests or exams.

The SAICE Chapter Event/Seminar could also take the form of a Chapter Meeting. It is a talk/lecture hosted by the Chapter, where a guest speaker is invited to give a lecture at the respective institution, on an engineering or related topic. This is separate from the regular Branch Meetings organized by the Branch.

As SAICE Has approved at least one (1) year of free membership to students, it is recommended that recruitment of membership be targeted at third/fourth year students. Those recruited in their third year of study may apply for an additional year of free SAICE membership but should do so in writing to National Office on or before 30th November of each year.

Since First and Second year students will be future members of the Chapter it is strongly recommended that they be included in Chapter events to ensure that they are well integrated into the affairs of the Chapter by the time they become actual SAICE Student Members.

Review:

It would be advisable for the Chapter to have some sort of annual review on the progress of the Chapter. A feedback report should be written after every event and this sent to the respective Branch and SAICE National Office (Communications Manager – see below) for transparency. This is to ensure that an acceptable standard is kept, and that initiatives at one Chapter can be copied at another Chapter.
Chapter Activities should also be reported on as a regular item at Young Member Panel (YMP) meetings. It should always be noted that Student Chapters are an extension of SAICE itself and the activities of the Chapter should not bring SAICE into disrepute.

**National Office Contact Details:**

It is often difficult for students to know who to contact at National Office. As a first reference the following information might be useful to students intending to establish a chapter;

SAICE National Office Private Bag X200  
Career Guidance Officer Halfway House  
Mrs Fridah Mahlangu 1685

fridah@saice.org.za 011 805 5947

**Conclusion:**

The success of a student chapter will only be guaranteed if there is at least one committed staff member at the University/campus concerned, and where the Branch nearest the University/campus fully adopts the chapter as an integral part of Branch activities and structures.

The intention of the Student Chapter is to allow future members of SAICE to engage with each other, network with leaders in the profession and add value to the volunteer spirit that is SAICE.
PROMOTIONAL MATERIAL
FOR
STUDENT CHAPTERS

Published by the South African Institution of Civil Engineering (SAICE)
Student Membership at SAICE

Becoming a student member of SAICE is your first step towards joining the biggest network of civil engineering professionals in South Africa. Not only will you enjoy all the physical benefits of membership, but you will also be benefiting your future career from an early stage.

A Student Member is a person who:
- At the time of admission has a valid registration as a full time student at a tertiary educational institution recognised for this purpose by Council, with the intention of obtaining an academic qualification in civil engineering.
- Undergoes a regular course of training recognised for this purpose by Council.

Benefits
- Receive discounts for courses, workshops, lectures etc. held by SAICE
- Receive discounts from books bought from SAICE bookshop
- Receive a monthly magazine
- Receive a technical journal at least twice a year
- Receive informative newsletters related to Civil Engineering matters, events and courses in the Civil Engineering industry
- Awards for technical excellence projects, competitions at branches, divisions and national level

SAICE Patrons Engineering Bursary Scheme (SPEBS)
- National Diploma students: Only candidates who have already passed their first semester (S1) National Diploma examination are considered. SPEBS bursaries are therefore intended for S2, S3 and S4 Civil Engineering students only.
- Degree Students: Only who have already passed their first year examinations are considered. SPEBS bursaries are therefore intended for 2nd, 3rd and 4th year Civil Engineering students only.

How much does it cost?

NOTHING! FREE! MAHALA!

BUT - Only the first year of being a SAICE member is free of charge. Thereafter the membership still continues, but from the second year the student is liable for the membership fees.

BUT – for the second year that you are still a full time student you can submit proof of registration or your academic record in January-March of that year in order to obtain another fee suspension for that year. You need to include a request for a fee suspension for that specific year. It will be placed on an application schedule and forwarded for approval
with the Membership Committee. Once approved a second year will then be granted free of charge.
This should be emailed to:
merriam@saice.org.za or vicky@saice.org.za

NOTE - No fee suspensions will be granted for fees in arrears.

Additional Information

• Once graduated a student will need to upgrade his/her membership to an Associate member. Application form will be found on the SAICE web site. With application a certified ID copy, certified copy of qualifications and a copy of CV need to be sent to membership department.
• NOTE: your membership with SAICE will continue until we receive written notification of resignation.
• Update and view information on the SAICE web site www.saice.org.za
• Complete first time log in and obtain username and password.
• Queries, change of details, upgrade of membership, submission of proof of registration etc.

How does it work?

You need to apply for student membership officially in one of the following ways:
• Filling in the special BLUE form - obtainable from SAICE’s National Office.
• Downloading the form from our website – www.saice.org.za, completing it and sending it back to us.
• Sending an e-mail to our membership department.

Contact Membership department at National Office:
Vicky Johnstone dealing with member surnames A-M, vicky@saice.org.za
Merriam Molefe dealing with member surnames N-Z, merriam@saice.org.za

Please remember that your application has to be signed by a lecturer to confirm your application!

Please note this important information:

Cancellation:
Membership does not cancel automatically. In order to cancel your membership with SAICE, all membership fees must be paid up to date. Resignation requests may be done by e-mail and must have your full names and surname. After approval by the Membership Committee, it will be processed and an acceptance letter will be posted to you as confirmation.
**Upgrading:**
Upgrading of your membership does not happen automatically either! Kindly e-mail your application for membership upgrading and documentation to apply. No upgrading application may be processed if all fees are not paid up to date.

**Contact details:**
Kindly ensure that your cell phone number, e-mail address and postal address are updated on a regular basis in order to stay in touch. You may e-mail all changes of your personal details to:
merriam@saice.org.za or vicky@saice.org.za
Organising Student Chapter Events & Projects

A Student Chapter aims to serve its student members at a tertiary institution. The Chapter provides a link between students and industry, and opens a platform to build professional networks. To achieve these aims, the Chapter can inform its members about events held by the local Branch. However, the Chapter should also host its own events and projects. Here a few suggestions of what can be done and how...

Presentations / Lectures

The simplest event that can be organised by the Chapter is a presentation from a guest speaker. Possible topics include:

- A company presentation on its projects and available jobs / bursaries / internships.
- A presentation on a current / past engineering project or feat.
- A presentation on a 'hot' engineering issue, e.g. sustainability.
- A presentation on professional registration by a young candidate engineer, a mentor or ECSA committee member.
- A presentation on soft skills, e.g. on ethics and anti-corruption, leadership, or marketing yourself.
- A presentation on life after university, e.g. what to expect on your first day of work, how much do you expect to earn.

To organise the presentation:

- Decide on a topic and a guest speaker who is willing to engage with students.
- Find a suitable venue, date and time.
- Provide a gift for the speaker (optional).
- Provide refreshments! This will incentivise students to attend. Try to get a company to sponsor the refreshments if possible.
- Market the event by email, class announcements, posters, etc.

Site visits / field trips

Site visits are very popular and well attended by students. Site visits do not have to be at a location where there is active construction, but can be made to completed sites. Possible places to visit include the Berg River Dam, the Gautrain, landfill sites and Koeberg Interchange, etc.
To organise a site visit:

- Decide on the location / project, set a date and time for the visit.
- Find out which consultants and contractors are working on the project. Identify a contact person who can assist with making the necessary arrangements and permission for students to visit the site.
- Obtain a permit (if necessary) for site access.
- Arrange transport to and from the site.
- If necessary, organise safety equipment for the students, and ask them to fill in an indemnity form.
- Provide refreshments – a braai and drinks are always nice to have. If only a small budget is available, a packet of chips and coke for each student is sufficient.
- Get sponsorship for the refreshments and hiring of buses.
- It's useful to have the support of a lecturer to help with arrangements.
- Advertise the site visit to students. More interest will be generated if students are told that places will be filled on a first come first served basis. Keep track of interested students and request them to provide notification if they have to withdraw from the visit.

**Networking events**

Student Chapters can form a gateway for students to the working environment and civil engineering industry by hosting networking events. This can be in the form of a cocktail evening or career expo.

To organise a networking event:

- Decide on the format of the event, e.g. a more social, relaxed environment such as a cocktail evening.
- Decide on the venue, date and time. It might be a good idea to have it in August/September, as most final year students will be looking for employment.
- Approach companies to attend.
- Get sponsorship for refreshments, hiring of sound system, tablecloths, marketing, etc.
- Market the event.
Competitions

Competitions amongst students can serve to generate interest in the profession, provide marketing opportunities for SAICE and companies, as well as allow students to just have fun. The Student Chapter can organise a bridge building competition, water competition, or cube crushing competition.

To organise a competition:
• Decide on the type of competition.
• Make sure that you have the necessary equipment required to run the competition.
• Decide on the venue, date and time.
• Get the support of a lecturer to help with organising the event, plus he/she will probably have the right contacts in industry!
• Approach a company to sponsor the competition, e.g. PPC for a cube crushing competition, etc.
• Organise refreshments for the day, e.g. braai and drinks.
• Provide a prize for the winners (to encourage participation).
• Market the event through announcements, emails and posters.

Contact details

If you have any queries or would like advice on running an event, you are welcome to contact:
• Caro-Joy Barendse (caro-joy.barendse@rhdhv.com)
• Aninash Menon (avim@koleko.co.za)

Check out the SAICE YMP website (www.saiceymp.org.za) for more information.
Student Chapter Finances
A Student Chapter needs money to be able to function effectively. Funds are needed to host events, run projects, provide refreshments and advertise activities. Although SAICE National provides each Student Chapter with an annual allowance, a Student Chapter must learn to be resourceful and self-sustaining.

Setting up a bank account
There are two available options. Option 1 is suggested where a SAICE Branch can assist with the Student Chapter.

Option 1: Student Chapter without own Standard Bank Cheque Account
• Student Chapter has a separate cost centre within the Branch account
• Funds are managed between the Branch Treasurer and the SC Treasurer/Chair. Both parties should keep up-to-date records of all transactions and funds.
• The initial start-up capital and annual allowance of R5000 from National Office is paid into the Branch’s bank account.
• External sponsors may request proof of the bank account in the form of a bank letter or cancelled cheque, which can be provided by the Branch Treasurer. External funding obtained by the Chapter should only be used for Chapter activities.
• Daily transactions:
  Deposits: The Chapter Treasurer must notify the Branch Treasurer of the depositor and amount of any deposits made into the Branch account for the use of the Student Chapter.
  Withdrawals: Payments can be made in several ways
  1) The Chapter Treasurer can forward an invoice to the Branch Treasurer who will make the payment through an EFT.
  2) A Chapter member can pay for an expense with his/her own money, retain the till slip/invoice and get reimbursed by the Branch Treasurer.
  3) If prize money is required, then the Branch Treasurer can write out a cheque to the prize winners.

• A financial statement of the Chapter funds must be presented to the Branch at the AGM. A copy of the financial statement can be forwarded to the SAICE Finance and Administration Committee.

Option 2: Student Chapter with separate Standard Bank Cheque Account
The Student Chapter has an independent Standard Bank account.
The Chapter must contact the finance officer at National Office (contact details below) to set up the account.
All transactions will be managed directly by the Student Chapter.
The Chapter must keep a record of all transactions and an annual financial statement must be presented to the Branch/National Office.
All bank fees will be charged to the Chapter’s account. The Chapter accountholders will change from year to year.

**Obtaining external sponsorships**

The annual allowance provided by SAICE National is limited to R5000. The Student Chapter should thus try its utmost to obtain external sponsorship from companies or fundraising initiatives.

Here are some helpful tips for getting sponsorship by writing a sponsorship plan/proposal:

- Companies are more likely to sponsor a specific event than give general sponsorship, therefore write a proposal for one event.
- Introduce the Chapter, its mission and visions, and history.
- Describe the event you are planning to host, and its purpose.
- Be frank about what you need from the company and what you would do with the sponsorship.
- Include a detailed budget in the proposal. By showing the company that the Chapter takes its finances seriously, the company will be more willing to provide financial support as they can be confident that their money will be used wisely.
- Target a company that has something in common or would have an interest in that particular project/event.

**Remember to tell the company what they can get in return!** Be specific about the marketing opportunities that are available. Mention exposure in terms of publicity and access to students.

Finally, remember to include your contact details so they can get back to you!

**Being transparent and accountable**

It’s important to keep accurate record of all your transactions. The Student Chapter has a responsibility to be transparent and accountable for all its activities.

An example of a financial statement is provided below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/05/17</td>
<td>Haw and Inglis</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
<tr>
<td>2018/06/09</td>
<td>HHO Africa</td>
<td>1500</td>
<td></td>
<td>6500</td>
</tr>
<tr>
<td>2018/07/20</td>
<td>Aurecon</td>
<td>7000</td>
<td></td>
<td>13500</td>
</tr>
<tr>
<td>2018/08/02</td>
<td>Rondebosch Caterers</td>
<td>10875</td>
<td></td>
<td>2625</td>
</tr>
<tr>
<td>2018/08/08</td>
<td>Angus Rule (Photos)</td>
<td>325</td>
<td></td>
<td>2300</td>
</tr>
<tr>
<td>2018/08/17</td>
<td>Alice Chang (Sound system)</td>
<td>120</td>
<td></td>
<td>2180</td>
</tr>
<tr>
<td></td>
<td>Mike Loseby (External hard drive)</td>
<td>499</td>
<td></td>
<td>1681</td>
</tr>
<tr>
<td></td>
<td>Vafa Naraghi (Stationary)</td>
<td>61</td>
<td></td>
<td>1620</td>
</tr>
<tr>
<td>2018/10/13</td>
<td>SAICE National - Allowance</td>
<td>4800</td>
<td></td>
<td>6420</td>
</tr>
</tbody>
</table>

**Contact Details**

If you have any queries, or need assistance with setting up a bank account, you can contact Sarlette Vermaak at the finance department: sarlette@saice.org.za
# LIST OF STUDENTS COMPRISING THE STUDENT CHAPTER

<table>
<thead>
<tr>
<th>Student #</th>
<th>Surname</th>
<th>Initials</th>
<th>Signature</th>
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</tbody>
</table>
Dear Sir,

Establishment of Student Chapter at [insert University name and Campus if applicable]

We the students listed on the attached schedule hereby apply for recognition to establish a local SAICE Student Chapter in accordance with Clause 10 of the SAICE Constitution.

We would be pleased if your branch would agree to host our chapter and allow us to participate in the affairs of the branch.

Yours Sincerely

[insert name of representative student]
Date

The Representative Member

[insert University Name and address]

Dear Sir

Establishment of Student Chapter at [insert University name and Campus if applicable]

Your letter dated [insert date] in the above regard refers.

At the branch committee meeting of [insert date] your request for our support for the establishment of a SAICE Student Chapter was considered and approved. Kindly provide the branch with a draft constitution at your earliest convenience, and suitable nominations in accordance with the attached guidelines from whom we can elect a founding committee.

We would also like to take this opportunity to invite you and your steering committee to join us at the next scheduled branch committee meeting/event/etc scheduled for [insert event date and time].

Yours Sincerely

[insert name of branch chair/secretary]
Dear Sir,

Establishment of Student Chapter at [insert University name and Campus if applicable]

The local campus of [insert university name and campus if applicable] have applied to us for the establishment of a Student Chapter. We have given our support of this initiative, and would now like to formally request the approval of the establishment of [insert name of Chapter] Student Chapter by the Executive Board at the next scheduled meeting.

The proposed constitution of the chapter is attached herewith for approval. Your favourable consideration of this request would be greatly appreciated.

Yours Sincerely,

[insert name of branch chair/secretary]
8. Credo
The Credo of the African Engineering Practitioner

I am an engineering practitioner and in my profession I take deep pride. To it I owe solemn obligations.

Since the origins of humanity, human progress has been spurred by the engineering genius. The engineering profession has made usable nature’s vast resources of material and energy for humanity’s benefit. Engineering practitioners have vitalized, and turned to practical use, the principles of science and the means of technology. Were it not for this heritage of accumulated experience, my efforts would be feeble.

I pledge to practice integrity and fair dealing, tolerance and respect, and to uphold devotion to the standards and dignity of my profession, conscious always that my skill carries with it, the obligation to serve the public good, by making the most sustainable use of earth’s precious resources.

I shall participate in none but honest enterprises. When needed, my skill and knowledge shall be given without reservation. In the performance of duty and in fidelity to my profession, I shall give the utmost.

Signature: _____________________ Date: _____________________
9. Strategic Plan
## SAICE - beyond 2010

26 December 2009

### Summary

<table>
<thead>
<tr>
<th>Members’ interests</th>
<th>Environmental sustainability and social responsibility</th>
<th>SAICE’s sustainability and relevance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>A</strong></td>
<td><strong>I</strong></td>
</tr>
<tr>
<td><strong>SAICE</strong></td>
<td><strong>Advisor to society</strong></td>
<td><strong>Innovator and technical developer</strong></td>
</tr>
<tr>
<td><strong>Sustainability</strong></td>
<td><strong>Maintain:</strong></td>
<td><strong>Capacity</strong></td>
</tr>
<tr>
<td>promoter/protector</td>
<td>• the value of registration</td>
<td><strong>Enabler and integrator</strong></td>
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<td></td>
<td>• the value of membership of SAICE</td>
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<td></td>
<td>• SAICE’s health</td>
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<tr>
<td><strong>Transform SAICE</strong></td>
<td><strong>Be a trusted advisor to public bodies and society</strong></td>
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<tr>
<td>and its membership</td>
<td><strong>Maintain international recognition and standards/best practice</strong></td>
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<tr>
<td>profile</td>
<td></td>
<td><strong>Encourage and assist learners to become civil engineering practitioners</strong></td>
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<td></td>
<td><strong>Report on the state of civil engineering/civil engineering assets</strong></td>
<td><strong>Assist students and graduates to obtain experiential training</strong></td>
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<tr>
<td><strong>Promote ethics</strong></td>
<td><strong>Prepare policies/positions on key issues and strongly advocate the views in public fora</strong></td>
<td><strong>Assist public sector bodies to 'unblock - blockages' and to provide to them short-term civil engineering resources</strong></td>
</tr>
<tr>
<td>within civil engineering</td>
<td><strong>Prepare or work with others to prepare civil engineering standards/codes/documentation and to provide leading edge civil engineering publications</strong></td>
<td><strong>Provide services for:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• professional registration</td>
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<td></td>
<td></td>
<td>• continuous professional development</td>
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<tr>
<td></td>
<td></td>
<td>• Assisting members to be more marketable</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Participate meaningfully in international civil engineering organizations to enhance civil engineering</strong></td>
</tr>
</tbody>
</table>

### Do Collectively: What Cannot Be Done

- Maintain: the value of registration
- Maintain: the value of membership of SAICE
- SAICE’s health
- Be a trusted advisor to public bodies and society
- Maintain: international recognition and standards/best practice
- Encourage and assist learners to become civil engineering practitioners
- Assist in creating a platform for the built environment industry
- Be an influential mouthpiece of civil engineering in national and world fora
- Report on the state of civil engineering/civil engineering assets
- Assist students and graduates to obtain experiential training
- Assist public sector bodies to ‘unblock - blockages’ and to provide to them short-term civil engineering resources
- Participate meaningfully in international civil engineering organizations to enhance civil engineering
WHY SAICE?

Before considering a strategic plan, it is prudent to ask - why should the South African Institution of Civil Engineering (SAICE) continue to exist?

The South African Institution of Civil Engineering (SAICE) is a non-profit voluntary association of its members who have chosen to join together for the purpose of achieving things related to civil engineering, which none of them could achieve as individual civil engineering practitioners or in small groups of civil engineering practitioners. The increase of more than 30% in membership over the past several years indicates that the need to achieve things collectively, which cannot be achieved individually or in small groups, still exists. **SAICE has reason to continue provided it is able to achieve more than individuals or small groups can achieve to address the needs, desires or concerns of its members.**

The corner stone of SAICE must be for SAICE to focus on those things which members cannot do on their own or in small groups to meet the aspirations of members and to advance civil engineering.

What do members want from SAICE?

While each member of SAICE generally wants something from SAICE that differs from other members, the strategic planning group has concluded that the following aspects are universal wants of many, if not most, members:

- SAICE should assist the member to attain career fulfilment;
- SAICE should assist the member to be marketable;
- employers, clients, customers and society should recognize the role and importance of the civil engineering practitioner;
- employers should gain value from employees being members of SAICE;
- SAICE must have greater influence than the member with role-players and with decision makers who impact on civil engineering practitioners and on civil engineering;
- SAICE must make a greater contribution to the environment (social, bio-physical and financial/economic) than can the member;
- SAICE must make an impact and be seen to be making an impact;
- SAICE must be seen to be a successful organization that adds value to the member as well as to society;
- SAICE must be seen to be a competent organization providing value for money;
- SAICE should be a world leader in industry voluntary associations.
Consequences of the universal wants of members

The consequences of what members want are that this strategic plan should have three strategic pillars as illustrated below.

The **members’ interests pillar** should focus on the benefits that accrue to individual members and to the members collectively.

The **environmental sustainability and social responsibility pillar** should focus on the role SAICE can play to improve the conditions of humankind, to actively strive for betterment of the bio-physical environment in which we live (or at worst to limit or prevent deterioration) and to promote a sound financial/economic order in which civil engineering can take its rightful developmental place.

**SAICE’s sustainability and relevance pillar** must focus on the long-term viability, relevance and influence of SAICE.

This document

This document sets out the draft strategic plan for SAICE for the decade after 2010.

The purpose of the strategic plan

The purpose of this strategic plan is to prepare a framework to:

- Establish those aspects upon which SAICE must concentrate; and
- Guide the formulation of business plans for SAICE’s National Office, for the units of SAICE as well as for SAICE Professional Development and Projects (SAICE PDAP).

Golden threads

Golden threads have formed key components of previous strategic plans and have been central in the management and development of SAICE. They are:

- technological leadership;
- development and maintenance of civil engineering skills;
- civil engineering as a leading profession;
- increase in membership and funding of SAICE;
- the need to enhance the image of and remuneration in civil engineering;
SAICE’s contribution to and influence in public sector decision making as well as in the formulation of public sector policy;
SAICE’s leadership role in civil engineering, including participation in an extensive network of organizations active in the built environment; and
SAICE’s role in informing society of the value of civil engineering.

The golden threads have been augmented from time to time by matters that could either be addressed within the period covered by a specific strategic plan, or which were pressing at the time and which were addressed during the currency of the specific strategic plan.

The golden threads will continue beyond 2010 and will be central to this strategic plan. In addition the aspects set out below will impact upon this strategic plan and will require SAICE’s attention.

External factors

Key external factors influencing SAICE’s operating environment are:

- Engineering service delivery is deteriorating in South Africa;
- Learners are inadequately prepared for tertiary education in civil engineering;
- There is significant scope to attract engineers from outside of South Africa, particularly from the rest of Africa. This potential to increase the skills in civil engineering is counterbalanced by emigration of persons with skills required by civil engineering;
- Public bodies are experiencing an outflow of experienced public sector officials in civil engineering or who positively influence civil engineering, resulting in ‘blockages’ in the lifecycle of civil engineering projects;
- Environmental degradation, coupled with the impacts of climate change, are resulting in major challenges to society;
- Unemployment and poverty are major scourges in South Africa and in the rest of Africa; and
- Public health continues to be an intractable issue in South Africa and in the rest of Africa.

Internal factors

Key internal factors influencing SAICE’s operating environment are:

- SAICE has traditionally relied very heavily on the services of volunteers, but it is increasingly difficult to attain the necessary level of voluntary input to maintain and expand SAICE’s units;
- the profile of SAICE members is changing with an increased potential to attract young Black individuals;
- due to the influence of other organizations addressing components of civil engineering traditionally addressed by SAICE, the organization’s influence is under threat; and
- SAICE is financially sound and administratively well endowed, but finance and management/administration need to be improved and strengthened.
The strategic plan

The strategic plan builds on the three pillars outlined above. The acronym, SAICE, contains the initial letter of each of five roles that SAICE should play to address the issues at hand in support of the three pillars. The roles are:

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<td><strong>S</strong>ustainability promoter/protector</td>
<td><strong>A</strong>dvisor to society</td>
<td><strong>I</strong>nnovator and technical developer</td>
<td><strong>C</strong>apacity builder</td>
<td><strong>E</strong>nabler and integrator</td>
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Key strategies have been identified to address each of the five roles that SAICE should fulfil in support of the three pillars. The key strategies are summarized on the next page. They will form the basis for the strategies, business plans and annual activities to be developed by SAICE’s national office and its units.
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Do collectively what cannot be done
10. Financial Administration Processes

As presented here, the font for general reading may be too small. We recommend using the electronic copy which is available on the flash drive OR download a copy from the SAICE website.

PROCESS A1: OPENING OF STANDARD BANK (SBSA) CHEQUE OR INVESTMENT ACCOUNT

PROCESS A2: UPDATING OF SIGNATORIES ON EXISTING CHEQUE OR INVESTMENT ACCOUNT

PROCESS B: OVERALL FINANCIAL PROCEDURES FOR BRANCHES AND DIVISIONS — THIS HAS BEEN SUPERCEDED BY PROCESS G

PROCESS C: PROCEDURE TO APPLY FOR SPECIAL PROJECT FUNDS FROM NATIONAL OFFICE

PROCESS D: IDENTIFICATION OF HIGH RISKS REGARDING ACCOUNTING PROCEDURES IN BRANCHES AND DIVISIONS

PROCESS E: PROCEDURE FOR RAISING REVENUE INVOICES TO CUSTOMERS / CLIENTS IN BRANCHES AND DIVISIONS

PROCESS F: PROCEDURE FOR CASH RECEIPTS AND BANKING OF CASH IN BRANCHES AND DIVISIONS

PROCESS G: PROCEDURE FOR PROCESSING ACCOUNTS PAYABLE INVOICES FROM SUPPLIERS & PAYMENT OF SUPPLIERS IN BRANCHES AND DIVISIONS

PROCESS H: PROCEDURE FOR SUBMISSION OF VAT TO SARS IN BRANCHES AND DIVISIONS

PROCESS I: HOW TO APPLY FOR THE ADMINISTRATIVE GRANT FROM NATIONAL OFFICE
PROCESS A1 : OPENING OF STANDARD BANK (SBSA) CHEQUE OR INVESTMENT ACCOUNT

**TIME LINE**

**STEP 1**
- **NEW/EXISTING UNIT**: Send National Office a letter to request permission to open an account via email to Sarlette Vermaak on sarlette@saice.org.za - signed by branch/division chairman and treasurer.
- **EXISTING UNITS**: Send National Office a letter to request permission to open an account via email to Sarlette Vermaak on sarlette@saice.org.za - signed by branch/division chairman and treasurer.
- Attach minutes of first meeting.
- Attach certified copies of chairman and treasurer's ID, physical address, telephone & mobile number.

**STEP 2**
- National Office to complete original SBSA mandate.
- SAICE Courier mandate to new unit treasurer and unit chairman for signature.

**STEP 3**
- Sign bank mandates.
- Courier to National Office (At: Sarlette Vermaak)

**STEP 4**
- National Office sends signed mandates to SBSA account manager for processing.
- SBSA sends final account details to National Office (At: Sarlette Vermaak)

**STEP 5**
- SAICE National Office sends final account details to unit treasurer and chairman.

**SAME PROCEDURE AS NEW UNIT**
PROCESS A2 : UPDATING OF SIGNATORIES ON EXISTING CHEQUE OR INVESTMENT ACCOUNT

**TIME LINE**

**UNIT ACTIVITY**

**CURRENT ACC**

**INVESTMENT ACC**

**SEND LETTERS & MINUTES**

**5 WORKING DAYS**

**NATIONAL OFFICE ACTIVITY**

**5 WORKING DAYS**

**UNIT ACTIVITY**

**5 WORKING DAYS**

**NATIONAL OFFICE ACTIVITY**

**2 WORKING DAYS**

**STEP 1**

Send National Office a letter to request an update of the signatories on the current/investment account via email to Sarlette Vermaak at sarlette@saice.org.za - signed by branch/division chairman and treasurer.

Attach minutes of first meeting to verify new chairman and new treasurer.

Attach certified copies of chairman and treasurer's ID, physical address, telephone and mobile number.

**STEP 2**

National Office to complete original SBSA mandate for update.

Courier updated version to new unit treasurer for signatures.

**STEP 3**

Chairman and treasurer to sign bank account mandates.

Courier signed mandates to National Office for the attention of unit chairman and new treasurer.

**STEP 4**

National Office sends bank account mandate to SBSA account manager for processing.

SBSA sends final account details to SAICE.

**STEP 5**

SAICE National Office sends final account details to new unit treasurer and chairman.

**FINALISATION OF BANK ACCOUNT**
PROCESS B: OVERALL FINANCIAL PROCEDURES FOR BRANCHES AND DIVISIONS

**TIME LINE**

**UNIT ACTIVITY**

**EXISTING BRANCH AND DIVISION**

**NEW/EXISTING UNIT**

**FROM 6TH OF PREVIOUS MONTH TO 4TH WORKING DAY OF FOLLOWING MONTH**

**STEP 1**

**STEP 2**

**STEP 3**

**STEP 4**

**STEP 5**

**STEP 6**

**EXISTING UNIT**

**NEW/EXISTING UNIT**

Entry identified as a unit in SAICE by executive board

**UNIT ACTIVITY**

Processing of monthly financial file by branches and divisions

INCOME

Examples of other income:

- at branches or divisions
- Other income refers to income other than daily transactions

**STEP 1**

- Every credit note must have an original invoice attached
- It is very important that the credit note numbers must be in the high field, in the debit field
- Please note the branch or division details in the high field, in the debit field
- The credit note must contain the activity listed in the CNALG001 Form BD 2 with three numbers e.g. Algoa branch - INALG001

**STEP 2**

- A credit note must be done: BD 3
- Comments inserted for additional guidance
- Please insert the branch or division banking details in the highlighted banking details field
- NB Invoice numbers must run in sequence to prevent any error or error occurring in the invoice number
- It is very important that the credit note numbers must be in the invoice for clarification of the invoice number
- The credit note must have an original invoice attached
- OTHER INCOME
- Other income refers to income other than daily transactions at branches or divisions
- Examples of other income:
  - invoices with supporting documentation
  - bank statements

**STEP 3**

Financial documents must be filed system actually according to bank statements for a specific month

SECA International Couriers will collect the financial file from the treasurer on the 5th working day of every month

Contact details of SECA International Couriers: Sue Limon, E-mail address: sue@secaint.co.za

Branches must send a confirmation email after couriers had collected the financial file to Sarlette Vermaak on Sarlette@saice.org.za. Divisions must also send a confirmation email to Sarlette Vermaak on Sarlette@saice.org.za

The following documents have to be included in the financial file:

- bank statements
- invoices with supporting documentation
- credit notes with supporting documentation
- electronic transfer/cheque requisition vouchers with supporting documentation and copies of cheque stubs
- cash payments receipts
- petty cash reconciliation

**STEP 4**

Financial information of branches and divisions must be processed by National Office onto the Accpac financial system

Reconciliation of branch and division accounts

Identification of errors and missing documentation

All errors and missing documentation will be communicated to the treasurer of branches by Sarlette Vermaak and to divisions by Sarlette Vermaak

**STEP 5**

Branches and divisions to do amendments and correction of errors

Correction of errors

Locate and provide missing documentation

Record to National Office:
- Branches: Sarlette Vermaak
- Divisions: Sarlette Vermaak

**STEP 6**

Final receipt of financial documentation at National Office

Final processing by National Office onto Accpac financial system

National Office to provide the following to branches and divisions:

- Age analysis of outstanding customers
- Bank reconciliation of current and investment accounts - Income statement

**TIME LINE**

**UNIT ACTIVITY**

**EXISTING BRANCH AND DIVISION**

**NEW/EXISTING UNIT**

**FROM 6TH OF PREVIOUS MONTH TO 4TH WORKING DAY OF FOLLOWING MONTH**

**STEP 1**

**STEP 2**

**STEP 3**

**STEP 4**

**STEP 5**

**STEP 6**

**EXISTING UNIT**

**NEW/EXISTING UNIT**

Entry identified as a unit in SAICE by executive board

**UNIT ACTIVITY**

Processing of monthly financial file by branches and divisions

INCOME

Examples of other income:

- at branches or divisions
- Other income refers to income other than daily transactions

**STEP 1**

- Every credit note must have an original invoice attached
- It is very important that the credit note numbers must be in the high field, in the debit field
- Please note the branch or division details in the high field, in the debit field
- The credit note must contain the activity listed in the CNALG001 Form BD 2 with three numbers e.g. Algoa branch - INALG001

**STEP 2**

- A credit note must be done: BD 3
- Comments inserted for additional guidance
- Please insert the branch or division banking details in the highlighted banking details field
- NB Invoice numbers must run in sequence to prevent any error or error occurring in the invoice number
- It is very important that the credit note numbers must be in the invoice for clarification of the invoice number
- The credit note must have an original invoice attached
- OTHER INCOME
- Other income refers to income other than daily transactions at branches or divisions
- Examples of other income:
  - invoices with supporting documentation
  - bank statements

**STEP 3**

Financial documents must be filed system actually according to bank statements for a specific month

SECA International Couriers will collect the financial file from the treasurer on the 5th working day of every month

Contact details of SECA International Couriers: Sue Limon, E-mail address: sue@secaint.co.za

Branches must send a confirmation email after couriers had collected the financial file to Sarlette Vermaak on Sarlette@saice.org.za. Divisions must also send a confirmation email to Sarlette Vermaak on Sarlette@saice.org.za

The following documents have to be included in the financial file:

- bank statements
- invoices with supporting documentation
- credit notes with supporting documentation
- electronic transfer/cheque requisition vouchers with supporting documentation and copies of cheque stubs
- cash payments receipts
- petty cash reconciliation

**STEP 4**

Financial information of branches and divisions must be processed by National Office onto the Accpac financial system

Reconciliation of branch and division accounts

Identification of errors and missing documentation

All errors and missing documentation will be communicated to the treasurer of branches by Sarlette Vermaak and to divisions by Sarlette Vermaak

**STEP 5**

Branches and divisions to do amendments and correction of errors

Correction of errors

Locate and provide missing documentation

Record to National Office:
- Branches: Sarlette Vermaak
- Divisions: Sarlette Vermaak

**STEP 6**

Final receipt of financial documentation at National Office

Final processing by National Office onto Accpac financial system

National Office to provide the following to branches and divisions:

- Age analysis of outstanding customers
- Bank reconciliation of current and investment accounts - Income statement
PROCESS C: PROCEDURE TO APPLY FOR SPECIAL PROJECT FUNDS FROM NATIONAL OFFICE

**UNIT ACTIVITY**

**STEP 1**
Identify special project by branch or division
- Unit to identify project
- The project to be discussed and approved at official unit meeting
- Compile a one-page summarised business plan which is approved by appending signature of unit chairman

**STEP 2**
Business plan sent to National Office
- Submit the plan via email to SAICE National Office for the attention of Sarlette Vermaak on Sarlette@saice.org.za

**NATIONAL OFFICE ACTIVITY**

**STEP 3**
Presentation to F&A Committee for assessment and approval
- SAICE National Office presents document to F&A Committee for adjudication and decision
- Depending on nature of project and funds required/availability, the decision may be made by:
  - the F&A Committee or
  - transcended to the SAICE executive board for further adjudication
- In the case of the F&A Committee, the chairman will draft a letter of decision to be presented via the finance manager to the unit
- In the case of the executive board, the chairman will draft a letter of decision to be presented via the finance manager to the unit, the communication will be copied to the F&A chairman

**STEP 4**
Approval
- Request unit to fill in a form of receipt and responsibility
- Finance manager to release funds to unit via electronic funds transfer
- On approval, the finance manager will release funds into the account of the unit
PROCESS D : IDENTIFICATION OF HIGH RISKS REGARDING ACCOUNTING PROCEDURES IN BRANCHES AND DIVISIONS

AUDIT OPINION – 2016

In the recently completed audit, the Auditors identified the high risks regarding accounting procedures in our Branches & Divisions (B&D) shown in the first column of the table below. The recommended procedure to mitigate the risks is shown in the second column of the table.

<table>
<thead>
<tr>
<th>COMPLETENESS OF REVENUE</th>
<th>HOW DO WE MITIGATE THIS RISK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the testing of revenue of the B&amp;D, it was noted that there was a material increase in other revenue.</td>
<td>National Office is to develop a system to distinguish between revenue from Members and revenue from third parties.</td>
</tr>
<tr>
<td>The raising of revenue for B&amp;D happens off site at the different locations. It has been noted that the B&amp;D controls over revenue are not sufficient.</td>
<td>Accounts receivable invoices (i.e. Tax Invoices that B&amp;D send to Members and those receiving services from the B&amp;D (customer/clients)) to be raised on the accounting system (AccPac) at National Office (NO).</td>
</tr>
<tr>
<td>As the B&amp;D do not have their own accounting systems, invoices issued by the B&amp;D are forwarded to the NO to be recorded.</td>
<td>Instead of forwarding the invoices to NO, the B&amp;D will email a request to NO to raise each invoice. NO will forward the invoices to the B&amp;D to send out to the debtors (customers/clients). The outstanding debtors’ amounts remain in the books of the B&amp;D and it will remain the B&amp;D responsibility to collect the outstanding debts. Debtors will pay the outstanding invoice amounts into the bank account of the relevant Branch or Division.</td>
</tr>
<tr>
<td>The invoices are not sequentially numbered therefore the NO is not able to determine if all the invoices issued were received and have been recorded.</td>
<td>Raising invoices on AccPac will provide sequential numbering and completeness of recording.</td>
</tr>
<tr>
<td>Cash receipts pose a high risk and no official procedure is in place</td>
<td>Cash payments should be discouraged as far as possible. When cash is received, it will be recorded in a pre-numbered receipt book and cash deposits should add up to a list of receipt numbers and amounts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VAT HANDLING</th>
<th>HOW DO WE MITIGATE THIS RISK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The auditors consulted with their experts on tax and VAT, and recommend that all B&amp;D should charge output VAT on revenue and claim input VAT on purchases.</td>
<td>SAICE Institution and its B&amp;D are seen as one entity by the South African Revenue Services for VAT purposes.</td>
</tr>
<tr>
<td>Currently B&amp;D raise revenue invoices which state that they are not registered for VAT. This might be confusing as the same entity might also receive an invoice from SAICE Institution with VAT.</td>
<td>Accounts receivable invoices to be raised on the accounting system at NO. VAT will be charged and the invoice will comply with SARS’s requirements for a “Tax Invoice”.</td>
</tr>
<tr>
<td>Currently B&amp;D receive invoices from suppliers that don’t necessarily comply with SARS’s requirements for a “Tax Invoice” and input VAT is not claimed by the B&amp;D. When invoices are paid, the payment is loaded on the B&amp;D bank account and sent to NO (with approved request for payment form and supporting documentation) for release on the Standard Bank electronic banking system (BoL).</td>
<td>The procedure remains unchanged, except NO will check the invoices for “Tax Invoice” compliance and load the invoice on the account payable module of the branch or division before the payment is released on BoL.</td>
</tr>
<tr>
<td>Invoices charged to B&amp;D by suppliers are not compliant with SARS’s requirements for a valid “Tax Invoice”.</td>
<td>B&amp;D are to request all their suppliers to address their invoices to SAICE (for instance “SAICE - Durban Branch” or “SAICE - Railways &amp; Harbours Division”) and add the SAICE VAT registration number, 4900110661, on the invoices. A copy of SAICE’s VAT registration certificate will be forwarded to B&amp;D to accompany these requests to suppliers.</td>
</tr>
</tbody>
</table>
NEW CUSTOMERS/CLIENTS

New customers/clients should be requested to complete SAICE’s customer application form.

*Template supplied*

The following minimum information must be provided:

<table>
<thead>
<tr>
<th>Companies/Legal entities</th>
<th>Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading name</td>
<td>Full name and Surname</td>
</tr>
<tr>
<td>Legal registered company name</td>
<td>ID number</td>
</tr>
<tr>
<td>Company registration number</td>
<td>Postal address</td>
</tr>
<tr>
<td>Postal address</td>
<td>Physical address</td>
</tr>
<tr>
<td>Physical address</td>
<td>VAT registration number (if applicable)</td>
</tr>
<tr>
<td>VAT registration number (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

A copy of the completed customer application form must be forwarded to NO to open a debtor profile on AccPac. Once the debtor profile has been opened, the new customer/client becomes an existing customer/client.
EXISTING CUSTOMERS/CLIENTS

1. Complete the accounts receivable invoice request form with the following information:

   Template supplied

   Name of customer/client
   Customer number (as loaded on AccPac) NO will provide the customer number to the relevant Branch or Division as soon as a new customer debtor profile has been created.
   Description of goods or services
   Quantity
   Price per unit

2. E-mail the request for invoice to NO:
   Branches: branches@saice.org.za, and
   Divisions: divisions@saice.org.za

3. NO bookkeeper for B&D will raise the invoices on the relevant B&D’s accounts receivable module and e-mail the invoices back to the requesting entity.

4. National office endeavours to attain a turn-around time of 2 working days.

5. B&D administrators (or the relevant B&D Committee members) send out the invoices to the customers/clients.

6. NO Accountant for B&D will send out a report of all outstanding debtors at month-end.

7. B&D administrators (or the relevant B&D Committee members) to follow up payment with customers/clients who/which have not paid.
1. Branches & Divisions should use pre-numbered receipt books to record all cash receipts.

2. When a cash payment is received, it must be recorded in the receipt book and each receipt must be signed off by two persons.

3. When the cash is deposited into the bank account, the receipts must be listed by receipt number and amount and totalled. The list must also indicate where the money received must be allocated to in the set of accounts. The total of the receipt list must agree with the bank deposit slip and signed by the depositor. 
   Template provided.

4. A copy of the deposit slip and supporting list of receipts must be forwarded to National Office to record on the AccPac accounting system.

5. Original deposits slips, with the supporting receipt list must be filed and available for auditing.

6. Used receipt books must also be kept for auditing purposes.
NEW SUPPLIERS

New suppliers should be requested to complete SAICE’s supplier application form.

*Template supplied*

<table>
<thead>
<tr>
<th>Companies/Legal entities</th>
<th>Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading name</td>
<td>Full name and Surname</td>
</tr>
<tr>
<td>Legal registered company name</td>
<td>ID number</td>
</tr>
<tr>
<td>Company registration number</td>
<td>Postal address</td>
</tr>
<tr>
<td>Postal address</td>
<td>Physical address</td>
</tr>
<tr>
<td>Physical address</td>
<td>VAT registration number (if applicable)</td>
</tr>
<tr>
<td>VAT registration number (if applicable)</td>
<td>Confirmation of bank account details from bank</td>
</tr>
<tr>
<td>Confirmation of bank account details from bank</td>
<td>B-BBEE validation certificate or affidavit as applicable</td>
</tr>
</tbody>
</table>

A copy of the completed supplier application form and B-BBEE validation certificate or affidavit if applicable must be forwarded to NO to open a creditor profile on AccPac. Once the creditor profile has been opened, the new supplier becomes an existing supplier.
EXISTING SUPPLIERS

PREPAYMENT OF DEPOSIT/BOOKING CONFIRMATION ON QUOTE OR PRO-FORMA INVOICE

1. Complete the payment request form (already in use), get approval from the Treasurer and Chairman (signatures) and attach the quote/pro-forma invoice.

2. Load the payment on the BoL payment platform.

3. E-mail the request for payment, with supporting documents, to NO:

   Branches: branches@saice.org.za
   Divisions: divisions@saice.org.za

4. NO will release payment runs on Wednesdays and Fridays. Payment run cut-off times for receipt of documentation are Tuesdays, 12:00 (midday) and Thursdays, 12:00 (midday)

5. NB: The quote/booking confirmation must be followed up by a proper "Tax Invoice" to be loaded on the accounting system. Prepayments will show as a credit on the accounts payable list until NO has received the "Tax Invoice" to load.

6. NO Accountant for B&D will send out a report of all pre-payments awaiting "Tax Invoices" at month-end.

7. B&D administrators (or the relevant B&D Committee members) to follow up with suppliers to get proper "Tax Invoices" and forward them to NO.

8. We need the invoices to be SARS-compliant in order to claim input VAT monthly.

PAYMENT OF SUPPLIER INVOICES

1. Complete the payment request form (already in use), get approval from the Treasurer and Chairman (signatures) and attach the supplier invoice.

2. Load the payment on the BoL payment platform.

3. E-mail the request for payment, with supporting documents, to NO –

   Branches: branches@saice.org.za
   Divisions: divisions@saice.org.za

4. NO will release payment runs on Wednesdays and Fridays. Payment run cut-off times for receipt of documentation are Tuesdays, 12:00 (midday) and Thursdays, 12:00 (midday)

5. NO Accountant for B&D will load the invoice on the AccPac accounts payable module after verifying that the invoice complies with SARS's requirements for a "Tax Invoice".

6. If an invoice is non-compliant (not a proper "Tax Invoice"), the documentation will be returned to the relevant Branch or Division to obtain a SARS-compliant invoice.

7. We need the invoices to be compliant in order to claim input VAT monthly.
At the Council meeting of 11 April 2017, the issue was raised of which entity of SAICE receives the benefit of the claim for input VAT.

B&D should be responsible for their portion of the output VAT and get the benefit of their share of the input VAT claim.

The calculation of the output VAT and the input VAT would be that NO pays/claims the output/input VAT for NO and the B&D, each calculated separately then combined in the VAT201 return and payment.

B&D would be debited with their portions of the output VAT that NO pays over to SARS and credited with the input VAT that is claimed. The VAT debit/credit can be settled monthly or annually, whichever is preferred by a Branch or Division.

If the input VAT is disallowed, the Branch or Division for which input VAT is disallowed would refund to NO the disallowed portion of the input VAT.
The South African Institution of Civil Engineering SAICE
VAT Number: 4900110661

Hereinafter referred to as “the creditor”

CUSTOMER DETAILS

Hereinafter referred to as “the applicant”

to conduct business with
The South African Institution of Civil Engineering Branch/Division name:

Hereinafter referred to as “SAICE”

The applicant’s attention is drawn to the following:

1. All sections must be completed in full and in BLOCK LETTERS.
2. Should the space provided herein be insufficient to accommodate all the requested information, then the applicant may provide such information on a separate sheet, which is to be attached to the application.
3. Mark any field not applicable to you as “N/A”.
1. Customer details

1.1 Legal name of Entity or Full names if Individual:

1.2 Trading Name (If not the same as above):

1.3 Tick the appropriate block:  Registered Company  Partnership  Close Corporation  Sole Proprietor  Individual

1.4 Company Registration or ID No:

1.5 VAT No:

1.6 Street Address:

1.7 Postal Address:

1.8 Contact Phone Number: Fax:

1.9 Email Address:
2. **Banking Details**

2.1 Name of Bank account: 

Bankers: 

Branch: 

Account number: 

3. **Accounts contact person**

3.1 Name of Accounts contact: 

3.2 Phone: Fax: 

3.3 Email Address: 

4. **Payment terms of 30 days from date of invoice unless specifically otherwise agreed.**

Applicant Signature

Name

Capacity

Date
SUPPLIER APPLICATION

Hereinafter referred to as “the supplier” applies to conduct business with

SAICE Entity: Mark which is applicable

The South African Institution of Civil Engineering, VAT Number: 4900110661

Branch/Division of The South African Institution of Civil Engineering, VAT Number: 4900110661
Name of Branch/Division:

The South African Institution of Civil Engineering (Pty) Ltd
Co. Reg. No: 2015/015140/07, VAT Number: 4350274009

Hereinafter referred to as “SAICE”

The applicant’s attention is drawn to the requirements below.

1. All sections must be completed in full, in BLACK INK and in BLOCK LETTERS.

2. Should the space provided herein be insufficient to accommodate all the requested information, then the applicant may provide such information on a separate sheet, which is to be attached to the application.

3. The following documents must accompany the application:

   3.1. A copy of the company registration or cc documents;

   3.2. A copy of the ID (for sole proprietor or individual);

   3.3. A copy of the Tax clearance certificate;

   3.4. A copy of the current applicable Broad-Based Black Economic Empowerment (B-BBEE) rating sworn affidavit or certificate for:
3.4.1. Exempt Micro Enterprise being an enterprise with an annual turnover of less than R10 million: - a Sworn affidavit for Exempted Micro Enterprise in the DTI Format signed by the deponent and a Commissioner of Oaths;

3.4.2. A Qualifying Small Enterprise (QSE) being an enterprise with an annual turnover of between R10 million and R50 million - a certificate by a verification agency to confirm QSE status; and

3.4.3. An Enterprise with an annual turnover greater than R50 million (these enterprises have to comply with the full Codes of Good Practice) - a certificate by a verification agency.

4. Standard Terms and Conditions of purchase

5. Supplier Declaration Form

6. Please ensure that each page of the application is signed where indicated by the authorised signatory and that the documentation and application are complete prior to returning the application to SAICE.

Name of Authorised Signatory

Date

Authorised Signature
1. **Supplier details**  
**Please insert N/A where the required information does not apply to the applicant**

1.1 Name of Supplier:

1.2 Trading Name (If not the same as above):

1.3 Tick the appropriate block:  
Registered Company [ ] Partnership [ ] Close Corporation [ ]  
Sole Proprietor [ ] Individual [ ]

1.4 Company Registration or ID No:

1.5 VAT No:

1.6 Street Address:

   [ ]

1.7 Postal Address:

   [ ]

1.8 Business Contact Number: [ ] Business Fax: [ ]

Email Address: [ ]

2. **Details of Directors / Partners / Shareholders / Members**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Designation: Director/Partner/Member</th>
<th>% Shareholding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.1 Do you have any black shareholding in your business? Yes [ ] No [ ]

If yes what is the percentage owned by Black persons?

[ ]

If yes, what is the percentage owned by Black women?

[ ]

Name of Authorised Signatory

Date

Authorised Signature
2.2 Please indicate whether your business is one of the following enterprises in terms of the
Broad Based Black Economic Empowerment Codes of Good Practice.
☐ Exempt Micro Enterprises (annual turnover less than R10 million)
☐ Qualifying Small Enterprises (annual turnover between R10 million and R50 million)
☐ Large Enterprises (annual turnover greater than R50 million)

2.3 Do you have a B-BBEE rating for your business?  Yes  No
If yes, what rating did your business achieve?

2.4 Sworn affidavit or Rating Certificate?  Yes  No

3. **Banking Details**

3.1 Please complete separate banking details indemnity form.

4. **Accounting Officer**

4.1 Name of Accounting officer:

4.2 Postal Address:

4.3 Phone Number:   Fax:

Email Address:

Contact Person:

5. **Disclosure**

5.1 State any connection that might exist/vested interest you or your
directors/owners/partners/members have with SAICE, its director and staff.

Name of Authorised Signatory   Date

Authorised Signature
6. **Standard Terms and Conditions of Purchase**

6.1 Orders (Not applicable to Branches and Divisions)

6.1.1 A purchase order is only valid for one delivery. No back orders will be accepted.
6.1.2 The purchase order number is to be quoted on both the invoice and the delivery note.
6.1.3 Purchase orders are valid for 3 (three) months from purchase order date.

6.2 Payment

6.2.1 Payments will only be made for goods and services rendered with an official SAICE (Pty) Ltd purchase order which is duly authorised by the Chief Operating Officer or Financial Manager. (Not applicable to Branches and Divisions)
6.2.2 Tax invoices from VAT vendors are to show the suppliers’ VAT number and the applicable SAICE VAT number and be addressed to the correct SAICE Entity, otherwise invoices cannot be paid.
6.2.3 Payment will only be processed on original invoices and certified copies of invoices.
6.2.4 Our payment terms are strictly 30 days from the date of invoice.
6.2.5 In instances of price variances between a purchase order and an invoice, SAICE reserves the right to pay the invoice per the purchase order price and not the price shown on the invoice. (Not applicable to Branches and Divisions)

6.3 EFT Payment

All payments will be made by electronic funds transfer (EFT).

For a supplier to be loaded as an EFT vendor the following criteria apply:

6.3.1 The original banking indemnity form with both the bank stamp and company stamp needs to be submitted to SAICE; and
6.3.2 In the absence of a company stamp, an original company letter head must accompany the banking indemnity form stating that the company does not have a company stamp.

6.4 Queries

6.4.1 All account related queries can be emailed to: creditors@saice.org.za
6.4.2 Contact Telephone No: (011) 805 5947/8

Name of Authorised Signatory

Date

Authorised Signature

| FOR SAICE |
| --- | --- | --- |
| Vendor Number | Vendor created ACCPAC | Agreed Payment/Terms |
| | | Signed/ Date |
For the purposes of this declaration the supplier confirms:

1. The supplier complies with all national statutory and regulatory requirements for labour and industrial relations management, including the elimination of all forms of employment discrimination, effective prevention of child labour or forced and compulsory labour.

2. The supplier maintains a workforce free of harassment and unlawful discrimination.

3. The supplier complies with anti-corruption and anti-bribery laws. In particular, the supplier shall not offer services, gifts or benefits to SAICE's employees in order to influence employee conduct in representing SAICE.

4. The supplier is free to act with total objectivity in the business dealings with SAICE, and thus, shall avoid conflicts of interest. If a potential or actual conflict of interest arises that impedes the supplier’s ability to act objectively on behalf of or towards SAICE, the supplier shall report all relevant details to SAICE. The supplier has disclosed any conflict of interest before entering into any negotiations and or business relationship with SAICE.

Declaration signed by supplier

Supplier name: ________________________________

Address: ____________________________________

____________________________________________

Date: ________________________________________

Authorised signature: ___________________________

Name: ________________________________________

Title: _________________________________________
SAICE Entity: Mark which is applicable

The South African Institution of Civil Engineering
Branch/Division of The South African Institution of Civil Engineering
Name of Branch/Division:
The South African Institution of Civil Engineering (Pty) Ltd

Phone: (011) 805-5947/8 Fax: (011) 805-5971
Private Bag X 200 Halfway House
Email: supplierap@saice.org.za 1685

BANKING DETAILS (for a supplier)

Name of Bank account: ____________________________
Name of Bank: ____________________________
Name of Branch: ____________________________ Branch Code: ____________________________
Account Number: ____________________________

Type of Account: [ ] Current [ ] Transmission [ ] savings [ ] Other [ ] please specify

The supplier hereby warrants that the banking details and all other information herein provided (hereinafter collectively referred to as: "the information") is true, accurate and correct in all respects and furthermore shall ensure that The South African Institution of Civil Engineering (hereinafter referred to as SAICE) is timeously advised in writing of any changes to the information.

The supplier indemnifies and hold SAICE harmless against any loss or claim of whatsoever nature, whether direct, indirect or consequential, which the supplier or any other person may have or aver to have against SAICE arising out of the information being false, inaccurate or otherwise incorrect in any respect and/or failing to timeously advise SAICE in writing of any changes to the information, for any reason whatsoever.

Signed and accepted on this  day of  20 __

Full Name of Supplier’s Signatory: ____________________________

For and on behalf of the supplier, being duly authorised thereto.

Authorised Signature: ____________________________

FOR INTERNAL USE of SAICE ONLY:
Details telephonically confirmed with
Name: ____________________________
Date: ____________________________
Tel no. ____________________________
Position: ____________________________

BANK STAMP (It is confirmed that the bank account as supplied above is that of the supplier as specified.)

FOR INTERNAL USE of SAICE ONLY

<table>
<thead>
<tr>
<th>Captured</th>
<th>Verified</th>
<th>Released</th>
<th>ACCPAC Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

ONLY ORIGINAL SIGNED AND STAMPED FORMS SHALL BE ACCEPTED FOR ELECTRONIC PAYMENTS
BANKING DETAILS (for an individual)

Name of Bank account:

Name of Bank: ____________________________

Name of Branch: ____________________________ Branch Code: ____________________________

Account Number: ____________________________

Type of Account: ________________

Current   Transmission   Savings   Other   (please specify)

The individual signatory hereby warrants that the banking details and all other information herein provided (hereinafter collectively referred to as: "the information") is true, accurate and correct in all respects and furthermore shall ensure that The South African Institution of Civil Engineering (hereinafter referred to as SAICE) is timeously advised in writing of any changes to the information.

The individual signatory indemnifies and hold SAICE harmless against any loss or claim of whatsoever nature, whether direct, indirect or consequential, which the individual signatory or any other person may have or aver to have against SAICE arising out of the information being false, inaccurate or otherwise incorrect in any respect and/or failing to timeously advise SAICE in writing of any changes to the information, for any reason whatsoever.

Signed and accepted on this day of __________ 20___

Full Name of Individual Signatory: ____________________________

For and on behalf of the individual account holder, being duly authorised thereto.

Authorised Signature: ____________________________

FOR INTERNAL USE of SAICE ONLY:
Details telephonically confirmed with

Name: ____________________________

Date: ____________________________

Tel no.: ____________________________

Position: ____________________________

BANK STAMP: (It is confirmed that the bank account as supplied above is that of the individual account holder as specified.)

FOR INTERNAL USE of SAICE ONLY

<table>
<thead>
<tr>
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<td>Date</td>
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ONLY ORIGINAL SIGNED AND STAMPED FORMS SHALL BE ACCEPTED FOR ELECTRONIC PAYMENTS
### Short codes for Branches

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<thead>
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<td>Bloemfontein</td>
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<td>DBN</td>
<td>Durban</td>
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<td>DRA</td>
<td>Drakensberg</td>
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<td>HIG</td>
<td>Highveld</td>
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<td>KIM</td>
<td>Kimberley</td>
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<tr>
<td>LIM</td>
<td>Limpopo</td>
</tr>
<tr>
<td>LOW</td>
<td>Lowveld</td>
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<tr>
<td>NWT</td>
<td>North West</td>
</tr>
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<td>WCP</td>
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<td>WEL</td>
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### Short codes for Divisions

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<td>Environmental Engineering</td>
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<td>GEO</td>
<td>Geotechnical Engineering</td>
</tr>
<tr>
<td>ITD</td>
<td>Information Technology</td>
</tr>
<tr>
<td>JCD</td>
<td>Joint Civils Division of SAICE and ICE-UK</td>
</tr>
<tr>
<td>JSD</td>
<td>Joint Structural (SAICE and IStruct E-UK)</td>
</tr>
<tr>
<td>PMD</td>
<td>Project Management and Construction</td>
</tr>
<tr>
<td>RHD</td>
<td>Railway and Harbour Engineering</td>
</tr>
<tr>
<td>TRD</td>
<td>Transportation</td>
</tr>
<tr>
<td>WAT</td>
<td>Water Engineering</td>
</tr>
</tbody>
</table>
PROCESS I: HOW TO APPLY FOR THE ADMINISTRATIVE GRANT FROM NATIONAL OFFICE

The Administrative Grant will be paid annually by 31 January when the following is submitted:

- Audited financials for the previous two years
- The financials have been routinely submitted on a monthly basis as per Process B above.

Any Branch or Division who has a membership of 100 or less will be paid a fixed amount of R12,000 per annum as an Administrative Grant.

The Branch or Division membership will be determined as at 31 December of the each year and this figure will be the basis for the Rand value of the Administrative Grant paid for the following year.

The annual Administrative Grant will automatically be paid into the relevant bank accounts on completion of PricewaterhouseCoopers annual branch / division audit.
11. Travel and Accommodation Policy
Travel and Accommodation Policy

1. DOMESTIC TRAVEL

1.1 Accounting policy and procedures

If a member of staff, volunteer or committee member undertakes domestic travel for official purposes, the following costs are paid:

1.2 Travel expenses within South Africa

Air tickets may only by means of an e-mail be booked through the SAICE Travel Coordinator at SAICE National Office.

The air tickets will only ever be booked in economy class, with whichever airline is in line within the parameters of the approved budget.

Once the traveller has confirmed which flights are to be booked, and the flights are booked, no further costs will be absorbed by SAICE for any changes to the flights.

Should the flight be missed for whatever reason, the traveller will be invoiced for the ticket, payable immediately.

The cost of flights will not be paid for spouses travel, unless spouses are requested by SAICE to accompany member of staff, volunteer, presenter or committee member.

The flights are to be booked once the meeting/training is confirmed to save costs, as closer to departure date, the flights become more expensive.

1.3 Conference fees

Conference fees will be paid. If travel costs, accommodation or meals are specified separately, these are handled later in the policy and will not be paid twice.

1.4 Accommodation costs

Accommodation must be booked through the SAICE Travel coordinator at National Office.

Accommodation will be booked in a standard room in a 3 star accommodation hotel/guest house.

Accommodation costs will not extend to the spouse, unless outside funds have been allocated specifically to spouses, or the spouse is requested by SAICE to accompany the member of staff, volunteer, presenter or committee member.
Accommodation will only be paid for the duration of the meeting, training etc. The same day the meeting/training/conference ends, the traveller needs to depart from the accommodation. The only exception to this will be if there is no available flight to return home.

1.5 Meals and other incidental expenses

Meals and other incidental expenses incurred additional to travel and accommodation for official purposes must be approved by the Chief Financial Officer.

1.6 Spouse(s) and dependents

Accommodation costs will only be paid to a member of staff, volunteer or committee member, and not to the spouse of such a member of staff, volunteer or committee member. The only exception to this stipulation is where outside funds have been allocated specifically to spouses, or if spouses of members of staff, volunteers or committee members are required to accompany members of staff, volunteers or committee members at the request of SAICE.

This policy is applicable to all departments, branches and divisions at SAICE.

The cost of air tickets for spouses may not be paid for from funds administrated by the Institution, unless spouses are requested by SAICE to accompany members of staff, volunteers or committee members.

This policy is applicable to all departments, branches and divisions at SAICE.

1.7 Car hire

Car Hire must be booked by means of a request through the SAICE Travel coordinator at National Office.

A Group B vehicle will be booked, unless, either unavailable or not suitable for the purpose of renting a vehicle.

Car Hire will only be paid for SAICE official business, any cost incurred for private use will be for the travellers account, and will be invoiced accordingly.

In the event of receiving a traffic fine, SAICE will not be held liable for payment thereof and the traveller will be invoiced, payable immediately.

In the event of an accident with the rented vehicle, SAICE will only take full financial responsibility if proven that the accident was not caused by the SAICE member of staff, volunteer or committee member.

Should an additional driver be required to drive the rental vehicle, this must be confirmed before the vehicle is booked, as there are extra charges for the additional driver.
2. INTERNATIONAL TRAVEL

2.1 Accounting policy and procedures

If a member of staff, volunteer or committee member undertakes overseas travel for official purposes, the following costs are paid:

2.2 Travel expenses from South Africa to a foreign destination

Air tickets must be booked through the SAICE Travel Coordinator at National Office.

The air tickets will only ever be booked in economy class, with which ever airline is in line within the parameters of the approved budget.

Once the traveller has confirmed which flights are to be booked, and the flights are booked, no costs will be absorbed by SAICE for any changes to the flights.

Should the flight be missed for whatever reason, the traveller will be invoiced for the ticket.

The cost of flights will not be paid for spouses travel, unless spouses are requested by SAICE to accompany members of staff, volunteer, presenter or committee member.

The flights are to be booked once the conference/meeting is confirmed to save costs, as closer to departure date, the flights become more expensive.

Travel insurance can be obtained upon explicit request from the traveller.

The ticket booked will be for SAICE business, and will not include holiday destinations.

2.3 Travel expenses in a foreign country

The actual costs of economy class air tickets in the foreign country will be paid or paid out.

2.4 Conference fees

Conference fees will be paid. If travel costs, accommodation or meals are specified separately, these are handled later in the policy and will not be paid twice.

2.5 Accommodation costs

Accommodation must be booked through the SAICE Travel coordinator at National Office.

Accommodation will be booked in a standard room in a 3 star accommodation hotel/guest house.
Accommodation costs will not extend to the spouse, unless outside funds have been allocated specifically to spouses, or if the spouse is requested by SAICE to accompany the member of staff, volunteers, presenter or committee members.

Accommodation will only be paid for the duration of the conference/meeting etc. The same day the meetingconference ends, the traveller needs depart from the accommodation. The only exception to this will be if there is no available flight to return home.

2.6 Meals and other incidental expenses

A subsistence allowance will be paid according to The South African Revenue Services tables which are subject to change annually. Costs incurred additional to travel and accommodation for official purposes must be approved by the Chief Financial Officer.

2.7 Spouse(s) and dependents

Accommodation costs will only be paid to a member of staff, volunteer or committee member, and not to the spouse of such a member of staff, volunteer or committee member. The only exception to this stipulation is where outside funds have been allocated specifically to spouses, or if spouses of members of staff, volunteers or committee members are required to accompany members of staff, volunteers or committee members at the request of SAICE.

This policy is applicable to all departments, branches and divisions at SAICE.

2.7.2 Travel costs

The cost of air tickets for spouses may not be paid for from funds administrated by the Institution, unless spouses are requested by SAICE to accompany members of staff, volunteers or committee members.

This policy is applicable to all departments, branches and divisions at SAICE.
12. Travel Booking Form
# TRAVEL BOOKING FORM

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<th>AMENDMENT</th>
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<th>COMPANY ACCOUNT</th>
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<td>FLIGHT</td>
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<td>HOTEL</td>
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<td>CAR</td>
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## PREFERENCES - NOTES

### FLIGHTS

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<th>Class (Y-Econ)</th>
<th>Depart Time</th>
<th>Arrive Time</th>
<th>Flight</th>
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## ACCOMODATION

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<td>Date out (DD/MM/YYYY)</td>
<td>Date in (DD/MM/YYYY)</td>
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## VEHICLE

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<td>Date (DD/MM/YYYY)</td>
<td>Time</td>
</tr>
<tr>
<td>B</td>
<td>Location</td>
<td>Date (DD/MM/YYYY)</td>
</tr>
<tr>
<td>B</td>
<td>Location</td>
<td>Date (DD/MM/YYYY)</td>
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<td>B</td>
<td>Location</td>
<td>Date (DD/MM/YYYY)</td>
</tr>
<tr>
<td>B</td>
<td>Location</td>
<td>Date (DD/MM/YYYY)</td>
</tr>
</tbody>
</table>
13. Email order Form
Email Order Form

Please complete this form in full and fax or email it back to the fax or email address below. Forms should be returned within one week to ensure your email booking is processed.

Fax: 011 805 5971
Email: mscheepers@saice.org.za

INVOICING DETAILS

Company Name: ________________________________
Address: ______________________________________
Postal: ________________________________________
VAT Number: ________________________________
Telephone Number: CODE NUMBER
[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-
Cell Number: CODE NUMBER
[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-
Fax Number: CODE NUMBER
[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-

EMAIL DETAILS

Contact Person: ________________________________
Email Address: ________________________________
Designation: ________________________________
Signature: ________________________________

Please tick [✓] on the appropriate space below.

Specific Instructions: Email to Divisions Email to Branches Email to all SAICE Members
If you selected Branches or Divisions, please specify:

Date on which emails should be dd / mm / yyyy

Terms & Conditions
1. No emails will be published unless order form is signed and filled in correctly.
2. Cancellations and changes will not be accepted 48 hours prior to emailing date.
3. No cancellations or change of instructions will be accepted unless in writing.
4. Email addresses of SAICE members will not be issued or distributed to companies or individuals who are not part of, or affiliated to SAICE.
5. The invoice is payable within 24 hours after the service is rendered. SAICE does not have the obligation to stipulate payment terms.
6. Any legal costs incurred in the recovery of outstanding monies will be for the account of the above stated company, institution or individual.

Office use only:
Name & Surname ________________________________
Signature: ________________________________
Designation: ________________________________

Number of Emails to be sent: ___________
14. Travel and Expenses Claim Forms
The South African Institution of Civil Engineering

Name of Branch/Division

Expense claim

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<th>Date</th>
<th>Name of company</th>
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<th>Amount</th>
<th>G/L</th>
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</tbody>
</table>

Requested by: _______________________________ (Name and signature)

Authorised by Treasurer: _______________________________ (Name and signature)
The South African Institution of Civil Engineering

Branch/Division Name

Travel claim

Name and Surname:

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<th>Nature of business</th>
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<th>Km per trip</th>
<th>Amount</th>
<th>G/L Account</th>
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</tbody>
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Requested by: ____________________________ (Name and signature)

Authorised by: ____________________________ (Name and signature)
15. Education and Training

SAICE Course Calendar 2018
SAICE / SARF
SAICE / Mentoring for Success
SAICE / COMPUTATIONAL HYDRAULICS INT (CHI)
SAICE Candidate Academy 2018 Training Schedule

Application Form for approval of a CPD activity
SAICE CPD Validation Plagiarism Declaration
<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE DATES</th>
<th>LOCATION</th>
<th>CPD NUMBER</th>
<th>CREDITS</th>
<th>FEES [vat inclusive]</th>
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<th>ENQUIRY</th>
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<td>Adjudication and Arbitration: How to deal with Challenges to Jurisdiction</td>
<td>19 June 2018</td>
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<td>1</td>
<td>Member R3127.19</td>
<td>Hubert Thompson</td>
<td><a href="mailto:dawn@saice.org.za">dawn@saice.org.za</a></td>
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<td>24 July 2018</td>
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<tr>
<td>General Conditions of Contract for Construction Works (Simplified Form) -</td>
<td>11 April 2018</td>
<td>Midrand</td>
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<td>1</td>
<td>Member R3530.70</td>
<td>Benti Czanik</td>
<td><a href="mailto:cheryl-lee@saice.org.za">cheryl-lee@saice.org.za</a></td>
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SAICE CALENDAR 2018

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<td>Dr John Sampson <a href="mailto:sybul@sarf.org.za">sybul@sarf.org.za</a> / <a href="mailto:tshidi@sarf.org.za">tshidi@sarf.org.za</a></td>
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<td>Durban</td>
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<td><a href="mailto:dawn@saice.org.za">dawn@saice.org.za</a></td>
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<td>Midrand</td>
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<tr>
<td>Getting Acquainted with Sewer Design</td>
<td>TBC</td>
<td>Midrand  CESA-871-05/2019 2</td>
<td>Members</td>
<td>R5300</td>
<td>Peter Coetzee</td>
<td><a href="mailto:lizelle@ally.co.za">lizelle@ally.co.za</a></td>
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<tr>
<td></td>
<td></td>
<td>Cape Town</td>
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<tr>
<td>Getting Acquainted with Geosynthetics in Soil Reinforcement</td>
<td>TBC</td>
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<td>Members</td>
<td>R7300</td>
<td>Edoardo Zannoni</td>
<td><a href="mailto:lizelle@ally.co.za">lizelle@ally.co.za</a></td>
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<tr>
<td></td>
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<td>Midrand</td>
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</tbody>
</table>

* The Basic Contract Administration course and the Road Construction Maintenance course are now both 2-day courses instead of 3 days.


Schedule Updated

2018/11/09
Continuous Professional Development Validation

Applicant: 
Represented By: 
Telephone:  Facsimile: 
Courier Address: 
E-mail Address: 

Name of Course: NEW FACE to FACE COURSE VALIDATION - 1st TIME APPLICATION

<table>
<thead>
<tr>
<th>Course Duration:</th>
<th>1/2 day</th>
<th>1 day</th>
<th>2 days</th>
<th>3 days</th>
<th>4 days</th>
<th>5 days</th>
<th>other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Validation Fee</td>
<td>5,000.00</td>
<td>7,000.00</td>
<td>8,500.00</td>
<td>10,500.00</td>
<td>11,500.00</td>
<td>13,000.00</td>
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</tr>
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</table>

Re application for Face to Face Course Validation (minimal changes to course 25% & Less)

<table>
<thead>
<tr>
<th>Course Duration:</th>
<th>1/2 day</th>
<th>1 day</th>
<th>2 days</th>
<th>3 days</th>
<th>4 days</th>
<th>5 days</th>
<th>other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Validation Fee</td>
<td>1,000.00</td>
<td>1,500.00</td>
<td>1,750.00</td>
<td>2,250.00</td>
<td>2,750.00</td>
<td>3,250.00</td>
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</table>

CONFERENCE / WORKSHOP VALIDATION

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1st Day</th>
<th>2nd Day</th>
<th>3rd Day</th>
<th>4th Day</th>
<th>5th Day</th>
<th>6th Day</th>
<th>7th Day</th>
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</thead>
<tbody>
<tr>
<td>Conference Validation Fee:</td>
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<td>750.00</td>
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<td>750.00</td>
<td>750.00</td>
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</tbody>
</table>

Specialist Area:
- Communication
- Community Liaison
- Construction
- Environmental
- Geotechnical
- Harbour/Sea defence
- Materials
- Rail
- Software Application
- Structures
- Transport
- Water
- Other

Notes:
1. All applications should be accompanied by the appropriate application fee made payable to SAICE
2. Two full sets of course documentation (notes and lecture material) must accompany the application
3. For all on-line training a temporary access password must be provided so the material on-line can be reviewed
4. Validation Number must appear on all course certificates issued.

Validation #: Valid Until: 
### Name of Course:

#### NEW ON-LINE MODULAR COURSE VALIDATION - 1st TIME APPLICATION

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>1 Module</th>
<th>2 Modules</th>
<th>3 Modules</th>
<th>4 Modules</th>
<th>5 Modules</th>
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<tbody>
<tr>
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#### Re application for On-Line Modular Course Validation (minimal changes to course 25% & Less)

<table>
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<th>3 Modules</th>
<th>4 Modules</th>
<th>5 Modules</th>
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<tbody>
<tr>
<td>Standard Validation Fee</td>
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#### NEW ON-LINE COURSE VALIDATION - 1st TIME APPLICATION

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>0.1 CPD Point</th>
<th>0.2 CPD Points</th>
<th>0.3 CPD Points</th>
<th>0.4 CPD Points</th>
<th>0.5 CPD Points</th>
<th>1.0 CPD Point</th>
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<tbody>
<tr>
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<td>1,750.00</td>
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#### Re application for On-Line Course Validation (minimal changes to course 25% & Less)

<table>
<thead>
<tr>
<th>Course Duration</th>
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<th>0.2 CPD Points</th>
<th>0.3 CPD Points</th>
<th>0.4 CPD Points</th>
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<th>1.0 CPD Point</th>
<th>other</th>
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<tbody>
<tr>
<td>Standard Validation Fee</td>
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<td>450.00</td>
<td>550.00</td>
<td>650.00</td>
<td>750.00</td>
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</table>

#### Specialist Area:
- Communication
- Community Liaison
- Construction
- Environmental
- Geotechnical
- Harbour/Sea defence
- Materials
- Rail
- Software Application
- Structures
- Transport
- Water
- Other

### Notes:
1. All applications should be accompanied by the appropriate application fee made payable to SAICE
2. Two full sets of course documentation (notes and lecture material) must accompany the application
3. For all on-line training a temporary access password must be provided so the material on-line can be reviewed
4. Validation Number must appear on all course certificates issued.

### Validation #:

Valid Until:
# Application for Approval of a Continuing Professional Development (CPD) Activity

Please complete and return to:
South African Institution of Civil Engineering (SAICE)

## 1. Body Applying for Activity Approval in Terms of ECSA CPD Policy

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>1.1</strong> Name of Provider</td>
<td></td>
</tr>
<tr>
<td><strong>1.2</strong> Postal Address</td>
<td></td>
</tr>
<tr>
<td><strong>1.3</strong> Invoicing details with Company Vat Registration Number</td>
<td></td>
</tr>
<tr>
<td><strong>1.4</strong> Telephone number</td>
<td></td>
</tr>
<tr>
<td><strong>1.5</strong> Fax number</td>
<td></td>
</tr>
<tr>
<td><strong>1.6</strong> E-mail address</td>
<td></td>
</tr>
<tr>
<td><strong>1.7</strong> Website</td>
<td></td>
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</table>

## 2. Person Who Actually is Responsible on Behalf of the Applying Body

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>2.1</strong> Initials and Surname</td>
<td></td>
</tr>
<tr>
<td><strong>2.2</strong> Title (Prof/Dr/Mr/Ms)</td>
<td></td>
</tr>
<tr>
<td><strong>2.3</strong> Position held by responsible person in body</td>
<td></td>
</tr>
<tr>
<td><strong>2.4</strong> Direct contact telephone number</td>
<td></td>
</tr>
<tr>
<td><strong>2.5</strong> Cellular telephone number</td>
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</tbody>
</table>
### 3. DESCRIPTION OF ACTIVITY

... (Blank lines)

### 4. DETAILS OF ACTIVITY

<table>
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<th>Date of Activity</th>
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<th>Colloquiums</th>
<th>Lectures</th>
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<th>Large Group Workshops</th>
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<th>City</th>
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<thead>
<tr>
<th>Name of Presenter/s</th>
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<table>
<thead>
<tr>
<th>Duration of Activity (Hours / Days)</th>
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<table>
<thead>
<tr>
<th>Category</th>
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<table>
<thead>
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<th>Nature of Activity:</th>
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<th>Project Management</th>
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<th>Interpersonal Skills</th>
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</table>
Activity Instances

- Single
- Multiple

Target Participants:
(Discipline and Category of Registered Persons)

Is the activity promoting a product?

Is the proposed training being offered as:

- Face to Face Course
- On-line Course

IF ON-LINE VALIDATION IS BEING REQUESTED FOR

- Full Course
- Individual Modules

If Individual Modules –
How many modules does the course comprise of for the online course?
(Please ensure that all module sections/topics are provided in your application)

5. MOTIVATION FOR ACTIVITY TO BE APPROVED

………………………………………………………………………………………………………………
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6. Checklist – To ensure the timeous processing of your application, please ensure that the following is attached.

NEW APPLICATIONS FOR COURSES
- Formal Programme (e.g. sequence in which material is being presented) for the event
- CV of Presenter/s
- Advert/Brochure for the course, seminar or lecture (if available)
- Course Notes
- Presentation Notes/Slides
- Blank evaluation forms for obtaining feedback from participants for rating of the relevance, quality and effectiveness of the activity, must be attached to this application

NEW APPLICATIONS FOR ON-LINE COURSES (in addition to above)
- Temporary Access Password to on-line material for validation purposes (three users)

RESUBMISSIONS FOR COURSES
- Hardcopies of completed evaluation forms of previous validation period.
I, on behalf of the ………………………………………………………………………………………………………..
(name of the body) hereby certify that I am fully aware of the statutory requirements of continuing
professional development as described in the ECSA Policy Document and undertake to comply
with the requirements of serving as an approved provider for this activity.

___________________________________  ___________________________
SIGNATURE       DATE

___________________________________  ___________________________
POSITION HELD IN BODY    PLACE

Please note that this form has been slightly amended from the original ECSA ECPD2 form for
SAICE's administrative purposes.
SAICE CPD Validation Plagiarism Declaration

We are aware that plagiarism is wrong. Plagiarism is to use another’s work and pretend that it is one’s own.

The training material included with this CPD application has been produced by our company/presenter specifically for use on this course and is authentic.

We acknowledge that copying someone else’s training material, or part of it, is wrong, and declare that this is our own work.

**Title of Course Activity:**

_________________________________________________________________________

_________________________________________________________________________

**Name of Provider:**

_________________________________________________________________________

**Signature   Date**

_________________________________________________________________________

**Position Held in Body   Place**
16.Awards

Call for nominations for:

- GOLD MEDAL 2018
- HONORARY FELLOWS 2018
- MERITORIOUS RESEARCH 2018
- ENGINEER OF THE YEAR 2018
- YOUNG ENGINEER OF THE YEAR 2018
- TECHNOLOGIST OF THE YEAR 2018
- YOUNG TECHNOLOGIST OF THE YEAR 2018
- TECHNICIAN OF THE YEAR AWARD 2018
- YOUNG TECHNOLOGIST OF THE YEAR 2018
- PROJECT MANAGER OF THE YEAR 2018
- AWARD FOR MERITORIOUS RESEARCH 2018
  - AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT 2018
- AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING PROJECT IN EACH DIVISION 2018
- AWARD FOR THE MOST OUTSTANDING BRANCH OF THE YEAR 2018
- AWARD FOR THE MOST OUTSTANDING DIVISION OF THE YEAR 2018
- AWARD FOR THE MOST OUTSTANDING STUDENT CHAPTER OF THE YEAR 2018
TO: BRANCH AND DIVISION CHAIRMEN

**Call for nominations for the GOLD MEDAL for 2018**

The Gold Medal is the highest honour that can be bestowed by the Institution on a Corporate Member.

The criteria for the award are:

To give recognition to a person who:

- As a leader in the profession of civil engineering over a number of years has made an outstanding contribution to civil engineering in South Africa
- Has contributed substantially to the status of the engineering profession by exemplary professional conduct and the establishment of a high reputation for professional service
- Has, as a member, rendered meritorious service to the Institution over a number of years.

The branches and technical divisions may submit nominations for the award accompanied by a motivation, which can be used as a basis for a citation.

**Nominations for the award will close on Thursday, 31 July 2018.**

Yours sincerely

Memory Scheepers

Nominations can be forwarded to: The SAICE National Office
Att: Lorraine Mpofana
Email: lorraine@saice.org.za
TO: SAICE COUNCIL MEMBERS

Call for nominations for HONORARY FELLOWS
to be awarded in 2018

CRITERIA

“Honorary Fellows shall be persons of distinction whom the Institution wishes to honour because of their services to the Institution, or to the profession or because of their eminence.”

This is a call for nominations for Honorary Fellows.

Every proposal for the election of an Honorary Fellow shall be made by three members of the Council.

The individual nominated must already be a Fellow.

Nominators must submit their proposals to National Office Membership Department (Vicky Johnstone), accompanied by a motivation, which can be used as a basis for a citation.

Nominations will close on Thursday, 31 July 2018

Yours sincerely

Vicky Johnstone

Proposal for Honorary Fellow

<table>
<thead>
<tr>
<th>Nominators</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>
TO: BRANCH AND DIVISION CHAIRMEN

Call for nominations for the AWARD FOR MERITORIOUS RESEARCH for 2018

Nominations are called for the award for Meritorious Research for 2018.

The Award for Meritorious Research is to acknowledge the role of research in the field of civil engineering and to encourage outstanding research work.

CRITERIA:

The award is open to all persons in South Africa but need not necessarily be made to a member of the SAICE or a civil engineer. The award can be made to an individual or a team. Committee members and referees should be satisfied that the research projects are sufficiently outstanding, especially with regard to each of the following criteria:

- Relevance to the profession
- Practical benefit
- Ingenuity
- High academic merit

The length of the work will not be a major consideration. Preference will be given to published work, which has been open to criticism, e.g. technical press, recognised journal, or conference. In this context a thesis accepted for purposes of a higher degree will also be regarded as published work. Research work, which is confidential and therefore not available for further publication, will not be considered for an award. The candidates will not be considered as being in competition with each other, and each research project will be considered on its own merit. Consideration of research projects will not be restricted to current research and awards may be made retrospectively.

Branches and Technical Divisions may submit nominations for the award accompanied by a motivation that can be used as a basis for a citation.

Nominations for the award will close on 30 June 2018

Yours sincerely

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office
Att: Lorraine Mpofana
Email: lorraine@saice.org.za
Call for nominations for the AWARD FOR ENGINEER OF THE YEAR

The nominees should be current SAICE members who have demonstrated outstanding dedication to their fellow members, the Institution, the profession and local community. They would have gone out of their way to improve the lives of others, will have inspired others to participate, will have given up their time and may have overcome adversity to do so. They would have displayed qualities making them worthy role models for their peers. The person should have excelled in some of the criteria listed under the various categories, but not necessarily in all.

OBJECTIVE:

- To honour an engineer who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering.
- To promote the practice and development of excellence in civil engineering in the built environment profession
- To create an awareness of the contribution made to the civil engineering industry by the SAICE
- To develop excellence in civil engineering amongst civil engineers
- To provide role models for young civil engineers
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in civil engineers

CRITERIA:

- Achievements of this engineer as an outstanding and inspirational example who deserves recognition
- Benefit of this engineer’s actions
- Inspiration to other engineers and society
- Barriers that this engineer has overcome to achieve what they have done
- Impact that has been made on the built environment and/or the local community
- Dedication level in terms of time, resources and effort
- Must be registered as a PROFESSIONAL ENGINEER
SAICE branches, divisions and members may submit nominations for the award accompanied by the completed score web entry and a short citation.

Nominations for the award will close on 30 August 2018

Yours sincerely

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office  
Att: Lorraine Mpofana  
Email: lorraine@saice.org.za
TO: SAICE MEMBERS, BRANCH AND DIVISION CHAIRMAN

Call for nominations for the AWARD FOR YOUNG ENGINEER OF THE YEAR

The nominees should have displayed qualities making them worthy role models for their peers. The person should have excelled in some of the criteria listed under the various categories, but not necessarily in all.

OBJECTIVE:

- To honour a young engineer, under the age of 36, who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
- To promote the practice and development of excellence in civil engineering in the built environment profession, particularly in students
- To create an awareness of the contribution made to the civil engineering industry by the SAICE and its support systems particularly to school learners with a view to grow the profession
- To develop excellence in civil engineering amongst young civil engineers
- To provide a support role for young civil engineers
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in young civil engineers

CRITERIA:

- Achievements of this engineer as an outstanding and inspirational example who deserves recognition
- Benefit of this engineers actions
- Inspiration to other engineers and society
- Barriers that this engineer has overcome to achieve what they have done
- Impact that has been made on the built environment and/or the local community
- Dedication level in terms of time, resources and effort
- Must be registered as a PROFESSIONAL ENGINEER
SAICE branches, divisions and members may submit nominations for the award accompanied by the completed web entry and a short citation.

**Nominations for the award will close on 30 August 2018**

Yours sincerely

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office
   Att: Lorraine Mpofana
   Email: lorraine@saice.org.za
Call for nominations for the AWARD FOR TECHNOLOGIST OF THE YEAR

The nominees should have displayed qualities making them worthy role models for their peers. The person should have excelled in some of the criteria listed under the various categories, but not necessarily in all

OBJECTIVE:

- To honour a civil engineering technician or technologist who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
- To promote the practice and development of excellence in civil engineering amongst technicians and technologists
- To create an awareness of the contribution made to the civil engineering industry by the SAICE in general and the Board of Technicians and Technologists in particular
- To develop excellence in civil engineering amongst technicians and technologists
- To provide role models for young technicians and technologists
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in technicians and technologists

CRITERIA:

- Leadership and contribution in civil engineering
  - Leadership in an outstanding manner, establishing a reputation for professional service
  - Sustained meritorious service to the SAICE and profession over a period of at least ten years
  - Playing an outstanding role in the encouragement of personal and professional growth and development of technicians and technologists
  - Serving to uphold and enhance the image of the profession
  - Must be registered as a PROFESSIONAL ENGINEERING TECHNOLOGIST

- Entrepreneurship in civil engineering
  - Excellence in the establishment and management of an enterprise that is predominantly civil engineering
  - Innovative exploitation of civil engineering technology to create a productive niche in the industry
  - Functional efficiency in the application of funds and capital, financial control and administrative, managerial and operational proficiency
  - Initiating dynamic and competent interaction between the different relevant groupings in a civil engineering enterprise
  - Innovative and enterprising involvement of the community in projects
• Exceptional and innovative care and efficiency in the protection and restoration of the natural environment
• Exceptional training and upliftment of the disadvantaged sectors of the community in the execution of projects

- Excellence in civil engineering
  - Excellence in any civil engineering field like design, construction, management or research
  - The work done should be the nominated technologist/technician’s own work and should be able to prove it or it should be attested by two professionally registered persons
  - The work should display a high degree of technical excellence and civil engineering proficiency. It should conform to the following criteria:
    - ingenuity and functional efficiency
    - relevance to civil engineering
    - uniqueness and unusual application of engineering principles
    - aesthetic appeal
    - relevant academic content
  - The work should illustrate successful synthesis between civil engineering, the community and the environment

- Advancement of civil engineering technology
  - The development should illustrate engineering ingenuity and functional efficiency in the development of civil engineering technology
  - It should result in the improvement of the image of civil engineering in general and of technicians and technologists in particular
  - It should apply civil engineering technology to improve the quality of life of the community and ensure minimum disruption and sustainable improvement of the environment

SAICE branches, divisions and members may submit nominations for the award accompanied by the completed web entry and a short citation.

Nominations for the award will close on 30 August 2018

Yours sincerely

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office
Att: Lorraine Mpofana
Email: lorraine@saice.org.za
Call for nominations for the AWARD FOR YOUNG TECHNOLOGIST OF THE YEAR

The nominees should have displayed qualities making them worthy role models for their peers. The person should have excelled in some of the criteria listed under the various categories, but not necessarily in all.

OBJECTIVE:

- To honour a young civil engineering technician or technologist, under the age of 36, who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
- To promote the practice and development of excellence in civil engineering amongst young technicians and technologists
- To create an awareness of the contribution made to the civil engineering industry by the SAICE in general and the Board of Technicians and Technologists in particular
- To develop excellence in civil engineering amongst young technicians and technologists
- To provide role models for students studying towards becoming technicians and technologists
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in young technicians and technologists

CRITERIA:

- Display leadership ability in an outstanding manner, establishing a reputation for professional work delivered
- Achievements of this young technician or technologist as an outstanding and inspirational example who deserves recognition
- Inspiration to other young technicians or technologists and society
- Excellence in any civil engineering field like design, construction, or research
- Dedication level in terms of time, resources and effort
- Must be registered as a PROFESSIONAL ENGINEERING TECHNOLOGIST

SAICE branches, divisions and members may submit nominations for the award accompanied by the completed web entry and a short citation.
Nominations for the award will close on 30 August 2018

Yours sincerely,

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office

Att: Lorraine Mpofana

Email: lorraine@saice.org.za
TO: BRANCH AND DIVISION CHAIRMAN

Call for nominations for the AWARD FOR TECHNICIAN OF THE YEAR

The nominees should have displayed qualities making them worthy role models for their peers. The person should have excelled in some of the criteria listed under the various categories, but not necessarily in all

OBJECTIVE:

- To honour a civil engineering technician or technologist who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
- To promote the practice and development of excellence in civil engineering amongst technicians and technologists
- To create an awareness of the contribution made to the civil engineering industry by the SAICE in general and the Board of Technicians and Technologists in particular
- To develop excellence in civil engineering amongst technicians and technologists
- To provide role models for young technicians and technologists
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in technicians and technologists

CRITERIA:

- Leadership and contribution in civil engineering
  - Leadership in an outstanding manner, establishing a reputation for professional service
  - Sustained meritorious service to the SAICE and profession over a period of at least ten years
  - Playing an outstanding role in the encouragement of personal and professional growth and development of technicians and technologists
  - Serving to uphold and enhance the image of the profession
  - Must be registered as a PROFESSIONAL ENGINEERING TECHNICIAN

- Entrepreneurship in civil engineering
  - Excellence in the establishment and management of an enterprise that is predominantly civil engineering
  - Innovative exploitation of civil engineering technology to create a productive niche in the industry
  - Functional efficiency in the application of funds and capital, financial control and administrative, managerial and operational proficiency
  - Initiating dynamic and competent interaction between the different relevant groupings in a civil engineering enterprise
  - Innovative and enterprising involvement of the community in projects
  - Exceptional and innovative care and efficiency in the protection and restoration of the natural environment
• Exceptional training and upliftment of the disadvantaged sectors of the community in the execution of projects

• Excellence in civil engineering
  • Excellence in any civil engineering field like design, construction, management or research
  • The work done should be the nominated technologist/technician's own work and should be able to prove it or it should be attested by two professionally registered persons
  • The work should display a high degree of technical excellence and civil engineering proficiency. It should conform to the following criteria:
    ▪ ingenuity and functional efficiency
    ▪ relevance to civil engineering
    ▪ uniqueness and unusual application of engineering principles
    ▪ aesthetic appeal
    ▪ relevant academic content
  • The work should illustrate successful synthesis between civil engineering, the community and the environment

• Advancement of civil engineering technology
  • The development should illustrate engineering ingenuity and functional efficiency in the development of civil engineering technology
  • It should result in the improvement of the image of civil engineering in general and of technicians and technologists in particular
  • It should apply civil engineering technology to improve the quality of life of the community and ensure minimum disruption and sustainable improvement of the environment

SAICE branches, divisions and members may submit nominations for the award accompanied by the completed web entry and a short citation.

**Nominations for the award will close on 30 August 2018**

Yours sincerely

Lorraine Mpofana

**Nominations can be forwarded to: The SAICE National Office**

**Att:** Lorraine Mpofana

**Email:** lorraine@saice.org.za
Call for nominations for the AWARD FOR YOUNG TECHNICIAN OF THE YEAR

The nominees should have displayed qualities making them worthy role models for their peers. The person should have excelled in some of the criteria listed under the various categories, but not necessarily in all

OBJECTIVE:

• To honour a young civil engineering technician or technologist, under the age of 36, who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
• To promote the practice and development of excellence in civil engineering amongst young technicians and technologists
• To create an awareness of the contribution made to the civil engineering industry by the SAICE in general and the Board of Technicians and Technologists in particular
• To develop excellence in civil engineering amongst young technicians and technologists
• To provide role models for students studying towards becoming technicians and technologists
• To encourage leadership and entrepreneurship in civil engineering
• To encourage personal development in young technicians and technologists

CRITERIA:

• Display leadership ability in an outstanding manner, establishing a reputation for professional work delivered
• Achievements of this young technician or technologist as an outstanding and inspirational example who deserves recognition
• Inspiration to other young technicians or technologists and society
• Excellence in any civil engineering field like design, construction, or research
• Dedication level in terms of time, resources and effort
• Must be registered as a PROFESSIONAL ENGINEERING TECHNICIAN
•

SAICE branches, divisions and members may submit nominations for the award accompanied by the completed web entry and a short citation.
Yours sincerely,

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office
Att: Lorraine Mpofana

Email: lorraine@saice.org.za
TO: BRANCH AND DIVISION CHAIRMAN

Call for nominations for the AWARD FOR PROJECT MANAGER OF THE YEAR

Nominations for the award will close on 30 August 2018

The nominees should have displayed qualities making them worthy role models for their peers. The person should have excelled in some of the criteria listed under the various categories, but not necessarily in all.

OBJECTIVE:

- To honour a civil engineering project manager, who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
- To promote the practice and development of excellence in civil engineering in the built environment profession
- To develop excellence in civil engineering amongst project managers
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in project managers

CRITERIA:

- Achievements of this project manager as an outstanding and inspirational example who deserves recognition
- Inspiration to other project managers
- Impact that has been made on the built environment and/or the local community
- Dedication level in terms of time, resources and effort
- Shown exceptional budgeting, planning, public relations and technical skills
- **Must be registered as a PROFESSIONAL CONSTRUCTION PROJECT MANAGER**
NOMINATION PROCEDURE:

• Nominations for this award shall be submitted to the National Office by SAICE members, companies or branches and divisions
• The completed relevant score sheet accompanied by a short citation can be sent to lorraine@saice.org.za by the end of July every year – download score sheet below

ADJUDICATION PROCEDURE:

• Adjudication will be carried out by a nominated panel of at least 3 judges under the Chairmanship of a past president
• At this level, the adjudication criteria will be that reflected on the score sheet
• The adjudication will be carried out based on the material submitted. The judges will select the winning nominee. The winners will be announced at the National Awards Function in October each year

SAICE branches, divisions and members may submit nominations for the award accompanied by the completed web entry and a short citation.

Nominations for the award will close on 30 August 2018

Yours sincerely,
Lorraine Mpofana
Nominations can be forwarded to: The SAICE National Office
Att: Lorraine Mpofana
Email: lorraine@saice.org.za
TO: BRANCHES AND COMPANIES

Call for nominations for the AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT of the year

Nominations are called for the award for the Most Outstanding Civil Engineering Achievement for the year.

The aims of the Most Outstanding Civil Engineering Achievement for the year are:

- To give recognition to well-engineered civil engineering projects
- To portray the art and science of civil engineering to the general public
- To publicise how the profession found answers to challenging civil engineering problems by making these divisions civil engineering awards to projects done by South African companies

There will be three awards pertaining for the three main categories of awards

- MOST OUTSTANDING TECHNICAL EXCELLENCE PROJECT OF THE YEAR
- MOST OUTSTANDING COMMUNITY-BASED PROJECT OF THE YEAR
- MOST OUTSTANDING INTERNATIONAL PROJECT OF THE YEAR

CRITERIA: GENERAL

The project will satisfy all or most of the following criteria:

- It should portray the art and science of civil engineering to the general public and indicate how the profession finds answers to challenging demands
- It should be predominantly civil engineering in character
- It need not necessarily be complete in all aspects, but the major engineering problems must have been overcome before the end of the year under review
- The project should have current public appeal
- Awards can be made to any size of project. Projects which are unique or unusual, where the solution to a problem displays engineering ingenuity in analysis or design or has particular aesthetic appeal, where the handling of environmental impact and/or community involvement is particularly successful, or projects which mark some notable advance or innovation in construction techniques are eligible
- Functional efficiency, economy and contribution to the service of mankind by the civil engineer must be demonstrated in the project
CRITERIA: TECHNICAL EXCELLENCE PROJECTS

- The project should have unique or unusual features and should demonstrate some notable advance in the solution of engineering problems
- It should have particular aesthetic appeal
- It should display engineering ingenuity in analysis or design and/or in construction technique
- The project should show functional efficiency
- The handling of impacts on the environment should be particularly successful
- The project should have been well managed, finishing on time and within budget

CRITERIA: COMMUNITY-BASED PROJECTS

- The project should exemplify the benefits of civil engineering to society at large
- It should involve effective and successful co-operation between the civil engineer, the community served by the project and other interested and affected parties such as, the local authorities, non-government organisations and the labour force
- The project may be a complete planning study or an exercise in community initiative and involvement and should be innovative, comprehensive and have been substantially completed in the year under review
- Both the natural and social environments should have been successfully addressed by the project
- The project should show functional efficiency
- The handling of impacts on the environment should be particularly successful
- The project should have been well managed, finishing on time and within budget

CRITERIA: INTERNATIONAL PROJECTS

- The project should have unique or unusual features and should demonstrate some notable advance in the solution of engineering problems
- It should have particular aesthetic appeal
- It should display engineering ingenuity in analysis or design and/or in construction technique
- The project should show functional efficiency
- The handling of impacts on the environment should be particularly successful
- The project should have been well managed, finishing on time and within budget

NOMINATION PROCEDURE:

- Submissions shall be in the prescribed format as indicated in the submission contents below, shall be in confidence and has to be delivered to SAICE National Office no later than Tuesday 30 June 2018
- The projects submitted for the Most Outstanding Civil Engineering Achievements will be the winners from the branch awards for 2018
- Branches may also submit projects that did not win branch awards but qualify as deserving projects that should be recognised
- Projects that do not have a related working SAICE branch in the area where the projects was developed can submit entries directly to SAICE National Office
- Projects that fall under the international category can be submitted directly to SAICE National Office
SUBMISSION CONTENTS:

• The official entry form duly completed
• An A4 text of not more than 1 500 words which should consist of:
  ➢ A summary paragraph stating why, in the opinion of the entrant, the project merits the award
  ➢ A description of the purpose of the project, the approach to the design and relevant general features
  ➢ A brief statement of any unusual features, which may be helpful to the judges
  ➢ A summary of the motivation, which ties up with the photographs describing each phase of the project. The summary will include client details, budget, and a short summary of the project describing its use
• Five professional photographs (250 X 200 mm) in colour, of the entry showing it in its environment.
• A maximum of five and minimum of 2 drawings or illustrations relating to the entry.
• A CD containing all the above information (written material, photos, presentations, audio files) in electronic format. Please ensure that all photographs and drawings are at least 300 dpi in quality.

ADJUDICATION PROCEDURE:

• Adjudication will carried out by a nominated panel of at least 3 and no more than 5 members, under the Chairmanship of a past president
• At this level, the adjudication criteria will be as follows:-
  ➢ Meeting the general, technical excellence and benefit to society criteria as listed previously. 75%
  ➢ Public Relations value. 15%
  ➢ Conforming to the prescribed submission format laid down in Appendix A10%

The adjudication will be carried out based on the material submitted. The judges will select the winning project in each category. The winners will be announced at the National Awards Function in October each year

Nominations for these awards will close on 30 June 2018

Yours sincerely

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office
  Att: Lorraine Mpofana
  Email: lorraine@saice.org.za
TO: BRANCHES, DIVISIONS AND COMPANIES

Call for nominations for MOST OUTSTANDING CIVIL ENGINEERING PROJECTS in each division

Nominations are called for the awards for the Most Outstanding Civil Engineering Achievements for 2018 in each division

The aims of the Most Outstanding Civil Engineering Achievements in each division are:

- To give recognition to well-engineered civil engineering projects
- To portray the art and science of civil engineering to the general public
- To publicise how the profession found answers to challenging civil engineering problems by making these divisions civil engineering awards to projects done by South African companies

There will be nine awards pertaining for the various divisions:

- ENVIRONMENTAL ENGINEERING PROJECT OF THE YEAR
- GEOTECHNICAL ENGINEERING PROJECT OF THE YEAR
- INFORMATION TECHNOLOGY PROJECT OF THE YEAR
- PROJECT MANAGEMENT AND CONSTRUCTION PROJECT OF THE YEAR
- RAIL AND HARBOR ENGINEERING PROJECT OF THE YEAR
- STRUCTURAL ENGINEERING PROJECT OF THE YEAR
- WATER ENGINEERING PROJECT OF THE YEAR
- TRANSPORTATION ENGINEERING PROJECT OF THE YEAR
- FIRE ENGINEERING PROJECT OF THE YEAR
- MARINE DIVISION PROJECT OF THE YEAR
- OPERATION AND MAINTENANCE AWARD

CRITERIA:

The project will satisfy all or most of the following criteria:

- It should portray the art and science of civil engineering to the general public and indicate how the profession finds answers to challenging demands
- It should be predominantly civil engineering in character
- It need not necessarily be complete in all aspects, but the major engineering problems must have been overcome before the end of the year under review
- The project should have current public appeal
- Awards can be made to any size of project. Projects which are unique or unusual, where the solution to a problem displays engineering ingenuity in analysis or design or has particular aesthetic appeal, where the handling of environmental impact and/or community involvement is particularly successful, or projects which mark some notable advance or innovation in construction techniques are eligible
• Functional efficiency, economy and contribution to the service of mankind by the civil engineer must be demonstrated in the project

**NOMINATION PROCEDURE:**

• Nominations for the divisional project awards shall be submitted to the National Office by companies and branches via the web based system before the end of August every year
• Projects can be entered in, to more than one division depending on the nature of the project

**ADJUDICATON PROCEDURE:**

• The adjudication will take place via the web-based marking system by the various division committees
• Scores are automatically worked out and projects will be awarded a percentage score
• The highest scoring project wins the award
• Judges have the right to award a commendation to projects they feel deserve recognition

**Nominations for these awards will close on 29 August 2018**

Yours sincerely

Lorraine Mpofana

**Nominations can be forwarded to:** The SAICE National Office

  **Att:** Lorraine Mpofana

  **Email:** lorraine@saice.org.za
TO: BRANCH CHAIRMAN

Call for nominations for the AWARD FOR BRANCH OF THE YEAR

The nominees for SAICE Branch of the year will have had a great impact on the lives of its members. It will be influential with its parent institution and would have shown advances in participation rates and a quantifiable impact on its members. This award is given to recognise and reward the Branch for their successes and achievements in interacting with the SAICE members at local level and the community at large.

OBJECTIVE:

- Technical meetings and site visits
- Formal dinners, social functions and award ceremonies
- Courses, conferences and seminars
- Career guidance
- Committee meetings to arrange and manage the Branch activities.
- Outreach programmes including liaison with decision-makers and communities
- Other major achievements of the Branch which bring strong positive focus on the Institution or profession may also be taken into account

CRITERIA:

- The vision of the branch and how this has developed by-in from relevant stakeholders
- Best practice in planning and objective setting achievements
- Tangible mechanisms to obtain branch member feedback and the use of this information to improve the branch
- Positively contributing to member experience.
- Demonstrating improvements in the past year, in terms of participation, influence and structures.
- Successful campaigns and impacts that the branch has had

SAICE branches may submit their branch entry for this award accompanied by the completed score sheet, five relevant photos and one paragraph as a summary motivation.
Nominations for the award will close on 30 August 2018

Yours sincerely

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office
Att: Lorraine Mpofana
Email: lorraine@saice.org.za
TO: DIVISION CHAIRMAN

Call for nominations for the AWARD FOR DIVISION OF THE YEAR

The nominees for **SAICE Division of the year** will have had a great impact on the lives of its members. It will be influential with its parent institution and will have shown advances in participation rates and quantifiable impact on its members. This award is given to recognise and reward the Division for their successes and achievements in interacting with Divisional members, interest groups and Government structures concerned with these specialist fields.

**OBJECTIVE:**

- Technical meetings and site visits
- Formal dinners, social functions and award ceremonies
- Courses, conferences and seminars
- Committee meetings to arrange and manage the Divisional activities
- Liaison and joint activities with associated organisations
- Outreach programmes including liaison with decision-makers and communities.
- Other major achievements of the Division which bring strong positive focus on the Institution or profession may also be taken into account

**CRITERIA:**

- The vision of the division and how this has developed by-in from relevant stakeholders
- Best practice in planning and objective setting achievements
- Tangible mechanisms to obtain division member feedback and the use of this information to improve the division
- Positively contributing to division member experience.
- Demonstrating improvements in the past year, in terms of participation, influence and structures.
- Successful campaigns and impacts that the division has had

SAICE divisions may submit their division entry for this award accompanied by the completed score sheet, five relevant photos and one paragraph as a summary motivation.
Nominations for the award will close on 30 August 2018

Yours sincerely

Lorraine Mpofana

Nominations can be forwarded to: The SAICE National Office
Att: Lorraine Mpofana
Email: lorraine@saice.org.za
TO: STUDENT CHAPTER CHAIRMAN

Call for nominations for the AWARD FOR STUDENT CHAPTER OF THE YEAR

The nominees for **SAICE Student Chapter of the year** will have had an impact on the lives of its members and the community around it. It would have set an example in professional communication and be influential with its parent institution. It would have shown advances in participation rates and quantifiable impact on its members

**CRITERIA:**

- Creativity of the Student Chapter with regards to their logo, newsletter, communication media (electronic/hard copy), website or social media groups
- Successful events that took place within the last year
- Resourcefulness with regards to the management of finances and lack of resources
- Membership with regards to encouragement of new members to join, positive contribution to student member experience and tangible feedback mechanisms used to obtain information from members
- Outreach with regards to promoting the civil engineering industry to the general public and local community in the area
- Professional engagement with local businesses and industry professionals

SAICE student chapters may submit their student chapter entry for this award accompanied by the completed score sheet, five relevant photos and one paragraph as a summary motivation.

**Nominations for the award will close on 30 August 2018**

Yours sincerely

Lorraine Mpofana

**Nominations can be forwarded to:** The SAICE National Office

**Att:** Lorraine Mpofana

**Email:** lorraine@saice.org.za
### SUMMARY OF AWARDS

<table>
<thead>
<tr>
<th>Award</th>
<th>Awarded at Function</th>
<th>Responsibility</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gold Medal</strong>&lt;br&gt;(gold medal)</td>
<td>Annual Members Banquet &amp; Presidential Inauguration</td>
<td>1. Call for Branch &amp; Division nominations during each year.&lt;br&gt;2. Place on the EXCO agenda for March meeting. The EXCO recommends to the Council who the recipient may be.&lt;br&gt;3. The Council votes by secret ballot.&lt;br&gt;4. The President awards medal and scroll at function.</td>
<td>1. June&lt;br&gt;2. Oct / Feb (following year)&lt;br&gt;3. April (following year)&lt;br&gt;4. to be determined by NO</td>
</tr>
<tr>
<td><strong>Honorary Fellows</strong>&lt;br&gt;(brass medal + certificate)</td>
<td>Annual Members Banquet &amp; Presidential Inauguration</td>
<td>1. Call for Branch and Division nominations during August of each year.&lt;br&gt;2. Nominations must be signed by three current Council Members.&lt;br&gt;3. The Electoral College of Fellows may also recommend a candidate for honorary fellowship.&lt;br&gt;4. The Electoral College considers all nominations and then refers their recommendation to the EXCO.&lt;br&gt;5. The EXCO recommends to the Council.&lt;br&gt;6. The Council votes by secret ballot.&lt;br&gt;7. The President awards at function.</td>
<td>1. March/April&lt;br&gt;2. during the course of the second half of the year&lt;br&gt;3. June&lt;br&gt;4. August&lt;br&gt;5. October&lt;br&gt;6. February</td>
</tr>
<tr>
<td><strong>Award for Meritorious Research</strong>&lt;br&gt;(silver medal)</td>
<td>Suitable function – to be announced annually</td>
<td>1. Call for nominations from the Members during January&lt;br&gt;2. Submit nominations to relevant Committee for their recommendation.&lt;br&gt;3. The EXCO verifies the recommendation.&lt;br&gt;4. The President awards at function.</td>
<td>1. March/April&lt;br&gt;2. June&lt;br&gt;3. September&lt;br&gt;4. to be determined by NO</td>
</tr>
<tr>
<td><strong>President’s Award for Meritorious Service</strong>&lt;br&gt;(silver medal)</td>
<td>Annual General Meeting</td>
<td>1. Immediate Past President in consultation with the Executive Director makes the decision.&lt;br&gt;2. The Past President makes Award.</td>
<td>1. March/April</td>
</tr>
<tr>
<td><strong>Technologist &amp; Young Technologist Achiever</strong>&lt;br&gt;(Certificate)</td>
<td>Awards Function</td>
<td>1. Call on Executive Board, council and SAICE members to make their nominations&lt;br&gt;2. Selected nominations to be entered in National Award.&lt;br&gt;3. The (Immediate Past President) plus an adjudication panel select the winner.&lt;br&gt;4. The EXCO verifies the recommendation.&lt;br&gt;5. The President awards at the function.</td>
<td>March/April&lt;br&gt;2. July&lt;br&gt;3. July/Aug&lt;br&gt;4. August&lt;br&gt;5. October</td>
</tr>
<tr>
<td><strong>Technician &amp; Young Technician Achiever</strong>&lt;br&gt;(Certificate)</td>
<td>Awards Function</td>
<td>1. Call on Executive Board, council and SAICE members to make their nominations&lt;br&gt;2. Selected nominations to be entered in National Award.&lt;br&gt;3. The (Immediate Past President) plus an adjudication panel select the winner.&lt;br&gt;4. The EXCO verifies the recommendation.&lt;br&gt;5. The President awards at the function.</td>
<td>March/April&lt;br&gt;2. July&lt;br&gt;3. July/Aug&lt;br&gt;4. August&lt;br&gt;5. October</td>
</tr>
<tr>
<td><strong>Engineer of the Year</strong>&lt;br&gt;(Certificate)</td>
<td>Awards Function</td>
<td>1. Call on Executive Board, council and SAICE members to make their nominations&lt;br&gt;2. Selected nominations to be entered in National Award.&lt;br&gt;3. The (Immediate Past President) plus an adjudication panel select the winner.&lt;br&gt;4. The EXCO verifies the recommendation.&lt;br&gt;5. The President awards at the function.</td>
<td>March/April&lt;br&gt;2. July&lt;br&gt;3. July/Aug&lt;br&gt;4. August&lt;br&gt;5. October</td>
</tr>
<tr>
<td><strong>Young Engineering of the Year</strong>&lt;br&gt;(Certificate)</td>
<td>Awards Function</td>
<td>1. Call on Executive Board, Council and SAICE members to make their nominations&lt;br&gt;2. Selected nominations to be entered in National Award.&lt;br&gt;3. The (Immediate Past President) and adjudication panel select the winner.&lt;br&gt;4. The EXCO verifies the recommendation.&lt;br&gt;5. The President awards at the function.</td>
<td>March/April&lt;br&gt;2. July&lt;br&gt;3. July/Aug&lt;br&gt;4. August&lt;br&gt;5. October</td>
</tr>
<tr>
<td><strong>Project Manager of the year</strong>&lt;br&gt;(Certificate)</td>
<td>Awards Function</td>
<td>1. Call on Executive Board, Council and SAICE members to make their nominations&lt;br&gt;2. Selected nominations to be entered in National Award.&lt;br&gt;3. The (Immediate Past President) and adjudication panel select the winner.&lt;br&gt;4. The EXCO verifies the recommendation.&lt;br&gt;5. The President awards at the function.</td>
<td>March/April&lt;br&gt;2. July&lt;br&gt;3. July/Aug&lt;br&gt;4. August&lt;br&gt;5. October</td>
</tr>
<tr>
<td><strong>CEO’s Award for The Most Outstanding Branch</strong></td>
<td>Awards Function</td>
<td>1. The CEO, President and COO make the decision.&lt;br&gt;2. The President hands over the Award.</td>
<td>1. August&lt;br&gt;2. October</td>
</tr>
<tr>
<td>Committee / Branch of the year award (certificate)</td>
<td>Awards Function</td>
<td>Date</td>
<td></td>
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<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>CEO’s Award for The Most Outstanding Division Committee / Division of the year award (certificate)</td>
<td>1. The CEO, President and COO make the decision.  2. The President hands over the Award.</td>
<td>1. August  2. October</td>
<td></td>
</tr>
<tr>
<td>Student Chapter of the year (Certificate)</td>
<td>1. The student chapters send their info- and score sheet to National Office who then send the info to the Young Member’s Panel  2. The young Member’s Panel will make a final decision  3. The EXCO verifies the recommendation  4. The President awards at the function.</td>
<td>1. August  2. August  3. September  4. September  5. October</td>
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<td>Project Awards (The Most Outstanding Civil Engineering Achievement) (Plaques and certificates)</td>
<td>1. Call on Branches to call for their nominations for Branch Award during first quarter of the year.  2. Selected Branch Award nominations to be entered in National Award.  3. The (Immediate Past President) plus an adjudication panel select the winning projects.  4. The EXCO verifies the recommendation.  5. The President awards at the function.</td>
<td>1. April  2. July  3. August  4. August  5. October</td>
<td></td>
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<tr>
<td>Best Paper Award</td>
<td>The immediate past president chairs the adjudication panel, while the chairperson of the Journal Panel coordinates the adjudication process. The Journal Panel nominates the adjudicators according to prescribed criteria. All papers published in the journal of the particular year are considered.</td>
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<td>1. May  2. September  3. October</td>
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GUIDELINES
FOR
INSTITUTIONAL AWARDS

Published by the South African Institution of Civil Engineering (SAICE)
(PROJECT AWARDS AMENDED Jan 2018)
FUNCTION RESPONSIBILITY DUE DATE
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1. INTRODUCTION

The Institution has a long history of making awards and some fine traditions have been developed in this respect. These traditions should be maintained and extended to honour contributions and to promote civil engineering.

This document updates the awards structure and defines the occasions where the awards will be conferred. In some case special awards ceremonies will be arranged. Arrangements for such ceremonies should be discussed with the National Office.

2. OBJECTIVES

Awards should be viewed as one of the means for achieving Institutional objectives, namely:

• to promote the art and science of civil engineering
• to promote the profession, and
• to protect the justifiable interests of its members

In addition, awards should provide full and proper recognition for the achievements of members.

Awards can contribute to the realisation of these objectives by:

• providing an incentive to members to increase the standard of civil engineering in South Africa and by acknowledging achievements in this regard
• providing a means for recognising the engineering contributions of members to the profession, to the Institution and to society
• providing a medium for extending public awareness of the role of civil engineering in society and of the contributions made by civil engineers.

3. STRATEGY

The system of awards should contribute to Institutional objectives, taking cognisance of other corporate activities and the resources available. Awards should be given to individuals, groups of individuals or projects for outstanding performance such as advancing technology, teaching, research, engineering construction or management.

While outstanding performances should be identified and rewarded, special attention must be given to a limited number of prestigious awards. Care should be taken not to create meaningless awards.

Presentation of awards should be arranged to realise their maximum public relations value and to suitably honour their recipients. The form of awards should therefore provide lasting recognition and be suited to the recipients and to the performance. The human element should be emphasised at all times, and in the case of awards for projects, the engineer behind the project should also be recognised.

4. AWARDS STRUCTURE

Although they are closely related, awards may be divided into two main categories, viz, people awards and project awards. As a general rule, people awards should be in the form of medals while project awards should be certificates and/or plaques.
4.1 People Awards

4.1.1 The Gold Medal is the premier personal award for outstanding contributions in civil engineering both in the technical and professional fields.

4.1.2 Honorary Fellowships should be conferred on those who have made notable contributions to the advancement of civil engineering in South Africa and may include non-members of the SAICE.

4.1.3 The Award for Meritorious Research should be made to a person or team for outstanding research.

4.1.4 The President’s Award for Meritorious Service should be to a person or persons who in the opinion of the President have rendered excellent service to the Institution or the Profession.

4.1.5 In addition to the above Institution awards, the Technical Divisions make the following people awards:

- Basil Read Medals – Construction Division
- Geotechnical Medal Geotechnical Division
- Chairman’s Awards for Meritorious Service to the Transportation Engineering Profession – Division of Transportation Engineering
- The SAICE Award for Asphalt Pavement Technology – Division of Transportation Engineering
- Water Engineering Award – Division of Water Engineering
- Urban Engineering Award – Division of Urban and Rural Development
- Bob Laburn Award - Environmental Division

4.2 Project Awards

4.2.1 The premier project award is for “The Most Outstanding Civil Engineering Achievement”.

4.2.2 All Branches within their areas make branch Awards for Excellence in Civil Engineering.

4.3 Paper Awards

4.3.1 The Institution will make two annual awards for papers published during the preceding year:

i. For the best paper published in the Journal of the South African Institution of Civil Engineering

ii. The William Craig Award for the best contribution by a Graduate or Student member in an accepted publication.

4.3.2 Technical Divisions make awards for papers within their own fields as follows:

i. J E Jennings Award - Geotechnical Division

ii. Transnet Award – Division of Railway and Harbour Engineering

5. CONTROL

All matters pertaining to Institution awards are under the control of the Communications Committee, while Branch and Division awards are under the direct control of the unit involved.

It is, however, required that details of these awards should be sent to the Communications Committee for record, review, and to ensure wide media coverage.
6. ADJUDICATION

The nominations for each award should be considered by the appropriate person, panel or committee.

7. PRESENTATION OF AWARDS

In order to gain the maximum benefit from making awards, careful consideration should be given to the presentation of awards. Some awards are of interest to a wide spectrum of people, while others are only of importance within the Institution. This distinction is the main criterion for determining the method of presentation. Different occasions present opportunities for handing over awards and should be used as follows for Institutional awards:

7.1 Members’ Banquet and Presidential Inauguration

The Members’ Banquet and Presidential Inauguration will take place at the beginning of the year when the Gold medal will be presented in front of an invited audience of public figures and members of the Institution. The awards most suitable for presentation at this function are:

- The Gold Medal
- Honorary Fellowship

7.2 National Awards Function

The National Awards Function will take place towards the middle or end of the year when the premier awards with public interest will be presented in the presence of an invited audience of public figures and members of the Institution. The awards most suitable for presentation at this function are:

- The Award for the Most Outstanding Civil Achievement (Technical Excellence)
- The Award for the Most Outstanding Civil Achievement (Community-based projects)
- The Award for the Most Outstanding Civil Achievement (International projects)
- The Awards for the Most Outstanding Civil Achievement (9 Divisions Projects)
- Institutional Awards

7.3 Annual General Meeting

This is the occasion where the Institution meets to review its affairs and is appropriate for the recognition of achievements within the profession such as:

President’s Award for Meritorious Service

7.4 Branch/Regional Awards

These presentations should either be made at a special function sponsored by the recipients, at the Branch/Regional annual dinner, or at their AGM.

7.5 Divisional Awards

Divisional awards should be presented at either a special function or the Division AGM.
8. RULES AND PROCEDURES - PEOPLE AWARDS

The objective, criteria, nature of award, nomination procedure, adjudication procedure and presentation procedure for awards are explained in this section.

8.1 The Gold Medal

a. Objective
The Gold Medal is considered as the highest honour that can be bestowed by the Institution on a Corporate Member.

b. Criteria
The aim shall be to give recognition to a person who:
   i. As a leader in the profession of civil engineering over a number of years has made an outstanding contribution to civil engineering in South Africa.
   ii. Has contributed substantially to the status of the engineering profession by exemplary professional conduct and the establishment of a high reputation for professional service.
   iii. Has, as a member, rendered meritorious service to the Institution over a number of years.

c. Nature of award
The award shall be in the form of a 9 carat Gold Medal bearing the Coat of Arms of the Institution and being inscribed ‘Awarded to ........................................ for outstanding services to the Civil Engineering Profession 200....’.

In addition there shall be a suitable descriptive scroll bearing the recipient’s name. No person shall receive the Gold Medal more than once.

d. Nomination procedure
Nominations for the award shall in the first instance be made by Branches and Technical Divisions to the SAICE National Office and shall be accompanied by a motivation which can be used as a basis for a citation.

e. Adjudication procedure
The award shall be considered annually but shall be made only when a candidate or candidates of sufficiently deserving achievement are regarded as suitable by the EB. The consideration of the candidates shall be made at the EB meeting in June.

From the nominations, and any other candidates it may wish to consider, the EB shall make its recommendations in the form of a proposal to the Council. The Council by means of a secret ballot shall make the final decision and the award shall only be made if 90% or more of those present vote in favour of the proposal.

f. Presentation procedure
The Gold Medal shall be presented at the National Annual Banquet and Awards Ceremony or at a prestigious occasion as may be considered suitable by the EB.

g. A list of recipients of the award
giving the year of the award and a short citation detailing the reasons for the award shall be maintained at the SAICE National Office.

The list of members who have received the Gold Medal Award is shown in Appendix B.
8.2 Honorary Fellowship

a/b. Objective/criteria
Honorary Fellows shall be Fellows of distinction whom the Institution wishes to honour because of their services to the Institution and the profession.

c. Nature of award
Honorary Fellows shall comprise those persons who have been elected by Council to the grade of Honorary Fellows as long as their names are on the Roll as such. An Honorary Fellow shall be entitled to use the following letters to designate his grade in the Institution: Hon. FSAICE.

d. Nomination procedure
Nominations shall be signed by three current Council Members and shall be accompanied by a motivation, which can be used as a basis for a citation. In addition, the Electoral College will continuously review this honour and, when necessary, recommend that the Council consider a particular candidate for Honorary Fellowship. The formal procedure can then follow.

e. Adjudication procedure
The nomination should be referred to the Electoral College for consideration. Proposers should be informed if the College recommendation is negative. The College considers the nomination and tables to the EB. The EB then recommends to the Council if it is in agreement.

The final decision shall be made by the Council in June by means of a secret ballot and Honorary Fellowship shall only be granted if 80% or more of those who vote, vote in favour of the proposal.

f. Presentation procedure
The award shall be presented at the Annual Banquet or other suitable function.

g. A list of the recipients of Honorary Fellowship shall be maintained at the SAICE National Office.

The list of Honorary Fellows is shown in Appendix C.

8.3 Award for Meritorious Research

a. Objective
The Award for Meritorious Research is to acknowledge the role of research in the field of civil engineering and to encourage outstanding research work.

b. Criteria
This award is open to all persons in South Africa but need not necessarily be made to a member of the SAICE or a civil engineer. The award can be made to an individual or a team.

Committee Members and referees should be satisfied that the research projects are sufficiently outstanding, especially with regard to each of the following criteria:

i. Relevance to the Profession
ii. Practical benefit
iii. Ingenuity
iv. High academic merit
The length of the work will not be a major consideration. Preference will be given to published work which has been open to criticism, e.g. technical press, recognised journal, or conference.

In this context a thesis accepted for purposes of a higher degree will also be regarded as published work. Research work that is confidential and therefore not available for further publication will not be considered for an award. The candidates will not be considered as being in competition with each other, and each research project will be considered on its own merits. Consideration of research projects will not be restricted to current research and awards may be made retrospectively.

c. Nature of award
The award will be in the form of a medal.

d. Nomination procedure
Nominations together with motivations are invited annually from individual members, through the SAICE National Office. The PR Department of the Institution must receive all nominations by the closing date set for the relevant year.

A particular research work should be brought to the notice of the adjudication panel to be emailed to SAICE National Office via either of the two channels viz:

i. An application may be sent directly by the person or team who has done the research.
   The application must be accompanied by a copy/abstract of the work and, if possible, the names of possible referees. Persons who assisted must be mentioned and the degree of assistance must be stated.

ii. The nomination of a research worker and his or her work by another Corporate Member of the SAICE who must furnish a brief motivation for the recommendation and the present address of the recommended person. The nominee(s) must agree to be considered and will be asked by the Research and Development Committee to submit details as in b(i) above.

e. Adjudication procedure
The list of nominees and details of their work will be circulated to all members of the adjudication panel and, if considered necessary, to other referees.

The adjudication panel will draw up their list of nominees for the Award and submit this confidential list, together with a short motivation for each case to the EB for verification.

The number of awards will not be limited but the right to make no award will also exist.

f. Presentation procedure
The medal will be presented at the Annual Awards Function held in October each year.

g. A list of recipients of the Award and a short citation detailing the reasons for the award shall be maintained at the SAICE National Office.

The list of members/teams who have received the award is given in Appendix D.
8.4 The President’s Award for Meritorious Service

a. Objective
The award shall honour an individual who has rendered excellent service to the Institution or the profession.

b. Criteria
i. The award shall be made to an individual only
ii. The recipient need not be a member of the Institution
iii. The recipient shall have rendered significant service to the Institution or the profession over a number of years

c. Nature of award
The award will be in the form of a scroll, with the SAICE crest and worded “President’s award for Meritorious Service”.

d. Nomination and Adjudication procedure
The President’s Award for Meritorious Service will be adjudicated by the Immediate Past President in consultation with the Chief Executive Officer of the Institution.
- The Immediate Past President will make the final decision and will prepare the citation.
- The Award should be made each year.

e. Presentation procedure
The award will be presented by the Immediate Past President at the Annual General Meeting.

8.5 Technician & Young Technician Achiever Award

a. Objective
- to honour a civil engineering Technician who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering.
- to promote the practice and development of excellence in civil engineering amongst Technicians
- to create an awareness of the contribution made to the civil engineering industry by the SAICE in general and the Board of Technicians in particular
- to develop excellence in civil engineering amongst Technicians
- to provide role models for younger Technicians
- to encourage leadership and entrepreneurship in civil engineering
- to encourage personal development in Technicians

b. Criteria
i. Leadership and contribution in Civil Engineering
- Leadership in an outstanding manner, establishing a reputation for professional service
- sustained meritorious service to the SAICE and profession over a period of at least ten years for Technicians and at least two years for Young Technicians
- playing an outstanding role in the encouragement of personal and professional growth and development of Technicians
- serving to uphold and enhance the image of the profession
- **Must be registered as a PROFESSIONAL ENGINEERING TECHNICIAN**
ii. Entrepreneurship in civil engineering
- excellence in the establishment and management of an enterprise that is predominantly civil engineering
- innovative exploitation of civil engineering technology to create a productive niche in the industry
- functional efficiency in the application of funds and capital, financial control and administrative, managerial and operational proficiency
- initiating dynamic and competent interaction between the different relevant groupings in a civil engineering enterprise
- innovative and enterprising involvement of the community in projects
- exceptional and innovative care and efficiency in the protection and restoration of the natural environment
- exceptional training and upliftment of the disadvantaged sectors of the community in the execution of projects

iii. Excellence in civil engineering
- excellence in any civil engineering field like design, construction, management or research
- the work done should be the nominated technician’s own work and should be able to prove it or it should be attested by two professionally registered persons
- the work should display a high degree of technical excellence and civil engineering proficiency.

It should conform to the following criteria:
- ingenuity and functional efficiency
- relevance to civil engineering
- uniqueness and unusual application of engineering principles
- aesthetic appeal
- relevant academic content
- the work should illustrate successful synthesis between civil engineering, the community and the environment

iv. Advancement of civil engineering technology
- The development should illustrate engineering ingenuity and functional efficiency in the development of civil engineering technology
- it should result in the improvement of the image of civil engineering in general and of Technicians in particular
- it should apply civil engineering technology to improve the quality of life of the community and ensure minimum disruption and sustainable improvement of the environment

c. Nature of the award
The award will be in the form of a certificate, and announced at the Annual Awards Function in October each year

d. Nomination procedure
Nominations for the award can be made by any member of the Institution by filling out the web based entry for this category.

Nominations will be called for by national office in the beginning of May each year.

In the beginning of May each year, send out:
• A bulk e-mail with a web entry to be completed by SAICE members with the criteria for Technician/Technologist of the Year.
• Put a page on the website under ‘events and awards’ for members to access.

**Deadline for nominations will be in August.**
The nominations will be put forward at the adjudication in September for selection and review
The winner will be announced at the SAICE Annual Awards event

The nomination must include a concise motivation including details of the nominee and his/her achievements, with specific reference to the degree in which he/she measures up to the criteria for the category concerned event.

e. **Adjudication procedure**
The nominations will be put forward at the adjudication in September for selection and review

The winner will be announced at the SAICE Annual Awards

f. **Presentation procedure**
To be decided on an ad-hoc basis, depending on the recipient and prevailing circumstances

### 8.6 Technologist & Young Technologist Achiever Award

**a. Objective**
- to honour a civil engineering Technologist or Young Technologist who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering.
- to promote the practice and development of excellence in civil engineering amongst Technologists
- to create an awareness of the contribution made to the civil engineering industry by the SAICE in general and the Board of Technologists in particular
- to develop excellence in civil engineering amongst Technologists
- to provide role models for younger Technologists
- to encourage leadership and entrepreneurship in civil engineering
- to encourage personal development in Technologists

**b. Criteria**

v. **Leadership and contribution in Civil Engineering**
- Leadership in an outstanding manner, establishing a reputation for professional service
- sustained meritorious service to the SAICE and profession over a period of at least ten years for Technologists and at least two years for Young Technologists
- playing an outstanding role in the encouragement of personal and professional growth and development of Technologists
- serving to uphold and enhance the image of the profession
- **Must be registered as a PROFESSIONAL ENGINEERING TECHNOLOGIST**
vi. Entrepreneurship in civil engineering
- excellence in the establishment and management of an enterprise that is predominantly civil engineering
- innovative exploitation of civil engineering technology to create a productive niche in the industry
- functional efficiency in the application of funds and capital, financial control and administrative, managerial and operational proficiency
- initiating dynamic and competent interaction between the different relevant groupings in a civil engineering enterprise
- innovative and enterprising involvement of the community in projects
- exceptional and innovative care and efficiency in the protection and restoration of the natural environment
- exceptional training and upliftment of the disadvantaged sectors of the community in the execution of projects

vii. Excellence in civil engineering
- excellence in any civil engineering field like design, construction, management or research
- the work done should be the nominated technologist's own work and should be able to prove it or it should be attested by two professionally registered persons
- the work should display a high degree of technical excellence and civil engineering proficiency.

It should conform to the following criteria:
- ingenuity and functional efficiency
- relevance to civil engineering
- uniqueness and unusual application of engineering principles
- aesthetic appeal
- relevant academic content
- the work should illustrate successful synthesis between civil engineering, the community and the environment

viii. Advancement of civil engineering technology
- The development should illustrate engineering ingenuity and functional efficiency in the development of civil engineering technology
- it should result in the improvement of the image of civil engineering in general and of Technologists in particular
- it should apply civil engineering technology to improve the quality of life of the community and ensure minimum disruption and sustainable improvement of the environment

c. Nature of the award
The award will be in the form of a certificate, and announced at the Annual Awards Function in October each year

d. Nomination procedure
Nominations for the award can be made by any member of the Institution by filling out the score sheet for this category.

Nominations will be called for by national office in the beginning of May each year.

In the beginning of May each year, send out:
- A bulk e-mail with a web entry to be completed by SAICE members with the criteria for Technician/Technologist of the Year.
- Put a page on the website under 'events and awards' for members to access.

Deadline for nominations will be in August.
The nominations will be put forward at the adjudication in September for selection and review
The winner will be announced at the SAICE Annual Awards event

The nomination must include a concise motivation including details of the nominee and his/her achievements, with specific reference to the degree to which he/she measures up to the criteria for the category concerned event.

e. Adjudication procedure
The nominations will be put forward at the adjudication in September for selection and review
The winner will be announced at the SAICE Annual Awards

f. Presentation procedure
To be decided on an ad-hoc basis, depending on the recipient and prevailing circumstances

8.7 Engineer of the Year Award

a. Objective
- to honour an Engineer who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
- to promote the practice and development of excellence in civil engineering in the built environment profession
- to create an awareness of the contribution made to the civil engineering industry by the SAICE
- to develop excellence in civil engineering amongst Civil Engineers
- to provide role models for young civil engineers
- to encourage leadership and entrepreneurship in Civil Engineering
- to encourage personal development in Civil Engineers

The winner of the Engineer of the Year award will be a current SAICE Member who has demonstrated outstanding dedication to their fellow members, the Institution, the profession and local community. They will have gone out of their way to improve the lives of others, will have inspired others to participate, will have given up their time and may have overcome adversity to do so.

b. Criteria
1. What has the engineer done to be an example of an outstanding and inspirational engineer and so deserve recognition?
2. Who has benefitted from the Engineer’s actions?
3. Have they been an inspiration to others, and in what way?
4. Are there any barriers the Engineer has overcome to achieve what they have, and what are they?
5. What impact has the young Engineer made on the built environment or local community?
6. What level of dedication (in terms of time, resources and effort) has the young Engineer shown?

7. **Must be registered as a PROFESSIONAL ENGINEER**

c. **Procedure**

In the beginning of May each year, send out:

- A bulk e-mail with a web entry to be completed by SAICE members with the criteria for Technician/Technologist of the Year.
- Put a page on the website under ‘events and awards’ for members to access.

**Deadline for nominations will be in August.**

The nominations will be put forward at the adjudication in September for selection and review.

The winner will be announced at the SAICE Annual Awards event.

### 8.8 Young Engineer of the Year Award

a. **Objective**

- to honour a young Engineer, under the age of 36, who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering.
- to promote the practice and development of excellence in civil engineering in the built environment profession, particularly in students
- to create an awareness of the contribution made to the Civil Engineering industry by the SAICE and its support systems particularly to school learners with a view to grow the profession
- to develop excellence in civil engineering amongst young Civil Engineers
- to provide a support role for young civil engineers
- to encourage leadership and entrepreneurship in civil engineering
- to encourage personal development in young civil engineers

The winner of the Young Engineer of the Year award will be a current SAICE Member who has demonstrated outstanding dedication to their fellow members, the Institution, the profession and local community. They will have gone out of their way to improve the lives of others, will have inspired others to participate, will have given up their time and may have overcome adversity to do so.

b. **Criteria**

1. What has the engineer done to be an example of an outstanding and inspirational engineer and so deserve recognition?
2. Who has benefitted from the engineer’s actions?
3. Have they been an inspiration to others, and in what way?
4. Are there any barriers the engineer has overcome to achieve what they have, and what are they?
5. What impact has the young engineer made on the built environment or local community?
6. What level of dedication (in terms of time, resources and effort) has the young engineer shown?
7. **Must be registered as a PROFESSIONAL ENGINEER**
c. Procedure
In the beginning of May each year, send out:
- A bulk e-mail with a web entry to be completed by SAICE members with the criteria for Technician/Technologist of the Year.
- Put a page on the website under ‘events and awards’ for members to access.

Deadline for nominations will be in August.
The nominations will be put forward at the adjudication in September for selection and review.
The winner will be announced at the SAICE Annual Awards event.

8.9 Project Manager of the Year Award

a. Objective
- To honour a civil engineering project manager, who has rendered outstanding service to the profession or has made a contribution of distinction to civil engineering
- To promote the practice and development of excellence in civil engineering in the built environment profession
- To develop excellence in civil engineering amongst project managers
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in project managers

b. Criteria
- Achievements of this project manager as an outstanding and inspirational example who deserves recognition
- Inspiration to other project managers
- Impact that has been made on the built environment and/or the local community
- Dedication level in terms of time, resources and effort
- Shown exceptional budgeting, planning, public relations and technical skills
- **Must be registered as a PROFESSIONAL CONSTRUCTION PROJECT MANAGER**

c. Procedure
In the beginning of May each year, send out:
- A bulk e-mail with a web entry to be completed by SAICE members with the criteria for Project Manager of the Year of the Year.
- Put a page on the website under ‘events and awards’ for members to access.

Deadline for nominations will be in August.
The nominations will be put forward at the adjudication in September for selection and review.
The winner will be announced at the SAICE Annual Awards event.
8.10 The CEO’s award for the Most Outstanding Branch / Branch of the Year Award

a. Objective
The function of the Branch is to interact with the SAICE members at local level and the community at large. The objective of the Most Outstanding Branch Award is to recognise and reward the Branch for their successes and achievements.
- Technical meetings and site visits
- Formal dinners, social functions and award ceremonies
- Courses, conferences and seminars
- Career guidance such as the Adopt-a-School programme
- Committee meetings to arrange and manage the Branch activities.
- Outreach programmes including liaison with decision-makers and communities
- Other major achievements of the Branch which bring strong positive focus on the Institution or profession may also be taken into account (e.g. the MMG TV series initiated by the Construction Division.)

b. Criteria
The criteria are based on:
- A points system related to the level of activity in various fields of endeavour as shown in the score sheet below.

c. Nature of award
The award will be in the form of a certificate.

d. Nomination and Adjudication procedure
The Most Outstanding Branch Award will be adjudicated by the Chief Executive Officer of the SAICE in consultation with the President. Adjudication will be based on visits, contents of minutes and other liaison opportunities.
- Send out an e-mail with web based entry to be completed by each SAICE branch the beginning of June.
- Deadline for responses will be in September with the project award submissions.
- The info will be collated and given to the CEO and President for processing.
- CEO will announce his selected branch on the adjudication day end September.

e. Presentation Procedure
The award will be made annually and presented at the Annual Awards event in October.

The SAICE Branch of the year will have a great impact on the lives of its members. It will be influential with its parent Institution and will have shown advances in participation rates and quantifiable impact on its members.
Chief Executive Officer award for the Most Outstanding Technical Division/Division of the year

a. **Objective**
The function of a Division is to interact with Divisional members, interest groups, Government structures concerned with the specialist field interest and all other interested parties.

The objective of the award is to recognise and reward the Division for their successes and achievements.
- Technical meetings and site visits
- Formal dinners, social functions and award ceremonies
- Courses, conferences and seminars
- Committee meetings to arrange and manage the Divisional activities
- Liaison and joint activities with associated organisations (e.g. EPPIC,)
- Outreach programmes including liaison with decision-makers and communities.
- Other major achievements of the Division which bring strong positive focus on the Institution or profession may also be taken into account (e.g. The MMG TV Series initiated by the Construction Division)

b. **Criteria**
The criteria are based on:
- A points system related to the level of activity in various fields of endeavour, as shown in the score sheet below.

c. **Nature of award**
The award will be in the form of a certificate.

d. **Nomination and Adjudication procedure**
The Most Outstanding Divisional Award will be adjudicated by the Chief Executive Officer of the SAICE in consultation with the President. Adjudication will be based on visits, contents of minutes and other liaison opportunities.
- Send out an e-mail with web based entry to be completed by each SAICE Division by the beginning of June.
- Deadline for responses will be in September with the project award submissions.
- The info will be collated and given to the CEO for processing.
- CEO will announce his selected Division on the adjudication day end September

e. **Presentation Procedure**
The award will be made annually and presented at the Annual Awards event in October.

The SAICE Division of the year will have a great impact on the lives of its members. It will be influential with its parent institution and will have shown advances in participation rates and quantifiable impact on its members.
8.12 SAICE Young Members Panel’s award for the Student Chapter of the year Award

The SAICE Student Chapter of the year will have an impact on the lives of its members and the community around it. It will set an example in professional communication and be influential with its parent Institution. It will have shown advances in participation rates and quantifiable impact on its members. The SAICE Student Chapter of the Year will be announced at the SAICE Awards Dinner.

Procedure:
- Send out an e-mail with web based entry to the Young Member’s Panel for processing in the beginning of June
- The YMP will submit their winner in July with the project award submissions
- The winner will be carried through to the adjudication in September
- The winner will be announced at the Annual Awards event end September

9. RULES AND PROCEDURES - PROJECT AWARDS

PLEASE NOTE: THE RULES FOR THIS AWARD ARE CURRENTLY UNDER REVIEW
If you would like to enter a project before the revised rules are available, please use the rules as indicated below.

We will notify you of the changes Awards for The Most Outstanding Civil Engineering Achievement

Awards for The Most Outstanding Civil Engineering Achievement
9.1 Branch Awards for the Most Outstanding Civil Engineering Project
9.2 National Award for the Most Outstanding Civil Engineering Achievement
9.3 National Award for the Most Outstanding Project in each Division
a. Objective
The objective is:
- to give recognition to well-engineered civil projects
- to portray the art and science of civil engineering to the general public
- and to publicise how the profession finds answers to challenging problems by making an annual award to the most outstanding civil engineering project, firstly in the geographic area of each Branch of the Institution, secondly in the geographic area of each Region / Province of South Africa and finally in the country as a whole.

For the Branch and National, Most Outstanding Civil Engineering Achievement, at each level, there will be two awards:
- for the project which best portrays the art and science of civil engineering in terms of technical excellence; and
- for the community based project which best illustrates the benefits which civil engineering brings to society.
- For the most outstanding project in a division there will be one award for the project which best portrays the art and science of civil engineering in terms of technical excellence

Functional efficiency, economy and contribution to the service of mankind by the civil engineer must be demonstrated in the project.

b. Criteria
General:
The project will satisfy all or most of the following criteria:
- It should portray the art and science of civil engineering to the general public and indicate how the profession finds answers to challenging demands.
- It should be predominantly civil engineering in character.
- It need not necessarily be complete in all aspects, but the major engineering problems must have been overcome before the end of the year under review.
- The project should have current public appeal.
- Awards can be made to any size of project. Projects which are unique or unusual, where the solution to a problem displays engineering ingenuity in analysis or design or has particular aesthetic appeal, where the handling of environmental impact and/or community involvement is particularly successful, or projects which mark some notable advance or innovation in construction techniques are eligible.
- Functional efficiency, economy and contribution to the service of mankind by the civil engineer must be demonstrated in the project.

Technical Excellence:
- The project should have unique or unusual features and should demonstrate some notable advance in the solution of engineering problems.
- It should have particular aesthetic appeal.
- It should display engineering ingenuity in analysis or design and/or in construction technique.
- The project should show functional efficiency.
- The handling of impacts on the environment should be particularly successful.
- The project should have been well managed, finishing on time and within budget.
Community-based:
- The project should exemplify the benefits of Civil Engineering to society at large.
- It should involve effective and successful co-operation between the Civil Engineer, the community served by the project and other interested and affected parties such as, the local authorities, non-government organisations and the labour force.
- The project may be a complete planning study or an exercise in community initiative and involvement and should be innovative, comprehensive and have been substantially completed in the year under review.
- Both the natural and social environments should have been successfully addressed by the project.
- The project should show functional efficiency.
- The handling of impacts on the environment should be particularly successful.
- The project should have been well managed, finishing on time and within budget.

d. Nature of the award
The Award shall be made to the project itself and not to individuals, firms or organisations involved.

The National Award has been made annually since 1966 (in each case in respect of the previous year). It takes the form of an inscribed plaque. Since 1984, two miniature replicas of the plaque have also been presented.

The Regional and Branch awards shall each take the form of an appropriate plaque and a certificate, to those involved. e.g. owner, contractor and consultant.

e. Nomination procedure

Branch Awards:
- Nominations for the awards shall be called for by each Branch for projects completed during the previous calendar year.
- Nominations must be made in writing by a date to be decided by each year and prepared according to the prescribed format, as indicated in Appendix A.
- The submission should be suitable for press release, outlining those aspects which qualify for an award, and be accompanied by a signed statement from the owner certifying that the material may be used for publication without restriction.
- The project should preferably be within the geographic area of the Branch.
- If a project is not within the geographic area, it may still be nominated, but with the written consent of the applicable Branch.

National Awards
- Nominations for the National Awards in each of the two categories (Technical Excellence and Community Based) shall be submitted by the Regional Awards Committee to the National Office by a date set for each year.
- Nominations shall be in writing in the prescribed format as indicated in Appendix A and shall be in confidence.
- The projects submitted for the National Awards can but need not be those chosen to receive the Regional Awards. Provided that the projects are of
suitable and of sufficient merit, the most appropriate project in each category should be selected from the nominations received for the Regional Awards.

Divisional Awards:
- Nominations for the divisional awards shall be submitted to the National Office by companies and branches via the web based system before the end of August every year.
- Nominations shall be via the web based submissions system indicated in Appendix G.

e. Adjudication procedure

Divisional Awards:
- Adjudication will be done by a panel of judges (about 4 – 10 specialists, depending on the related discipline/s for each project) from each specific Divisional Committee via the electronic marking system.
- Members of the Divisional Committee involved with the project being marked must recuse themselves.

Branch Awards:
- The local Branch Committee shall act as adjudicators with the power to co-opt where necessary.
- Members of the Branch Committee involved with the project must recuse themselves.
- In the absence of a project of sufficient merit being nominated, no award need be made.

National Awards:
Adjudication will be by a nominated panel of at least 3 and no more than 5 members, under the Chairmanship of the Immediate Past President.

<table>
<thead>
<tr>
<th>AT THIS LEVEL, THE ADJUDICATION CRITERIA WILL BE AS FOLLOWS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting the general, technical excellence and benefit to society criteria as listed previously</td>
<td>75%</td>
</tr>
<tr>
<td>Public Relations value</td>
<td>5%</td>
</tr>
<tr>
<td>Conforming to the prescribed submission format laid down in Appendix A</td>
<td>0%</td>
</tr>
</tbody>
</table>

The adjudication will be carried out based on the material submitted. The judges will select the 3 best projects in each category as well as the winners. The 6 finalist projects will be shown at the National Awards Function where the winners of the respective National Awards for the Most Outstanding Civil Engineering Achievement will be announced.

A list of projects, which have received the National Award, is given in Appendix E.
f. Presentation procedure

**Branch Awards:**
Where possible the awards shall be presented at a suitable Branch function. This function need not be related to the National Awards function. (which is why nominations from the Branch to the National Office should be in confidence.)

**National Award:**
The features of the best projects will be exhibited in an audio-visual presentation at the National Awards function.

The Award winners will then be announced and the plaques will be presented to representatives of the client, the consultant, the contractor and, if applicable, the local community at the Awards ceremony.

**Divisional Awards:**
- The projects with the highest percentage score will receive the award for that particular division.
- All projects submitted will be showcased at the Annual Awards function.
- The award winners will then be announced and certificates will be presented to the award winners (a maximum of two certificates per award).

10. RULES AND PROCEDURES - DIVISIONAL AWARDS

The Divisions themselves control the Divisional awards. All costs associated with Division awards, viz. costs of the award itself and the function at which it is presented, shall be borne by the Division.

10.1 The Basil Read Medals

a. **Objective**
The Basil Read Award is presented annually in honour of the late Mr Basil Read. The award is made to a member of the Institution who is employed or associated with civil engineering construction and who has made an outstanding contribution or rendered significant service to civil engineering construction normally within the previous two years.

b. **Criteria**
The Project Management and Construction Division will take into account the achievement of candidates in, amongst others, one or more of the following fields when considering its recommendations:

i) Direct control of an engineering construction unit such as to lead to exceptionally high production coupled with a concomitant reduction in cost.

ii) Development of engineering techniques which have made a major contribution to the efficiency of a significant part of the construction process or engineering or management techniques which will significantly reduce costs in the construction process.

iii) Overcoming extreme physical obstacles encountered in the execution of a construction work.

iv) Solution of unexpected and difficult problems encountered on a construction work, including imaginative and practical design solutions.
v) Methods leading to significant simplification or improvement of construction organisation and planning.
vi) Contributions resulting in a significant improvement in the image of construction.

This list of considerations is not exclusive and motivation for the award needs not to be confined to these fields of endeavour.

c. **Nature of award**
The Basil Read Award consists of a gold medal and, in addition, up to two bronze medals.

d. **Nomination procedure**
Nominations and motivations are invited annually from individual members, Branches and Divisions and are to be submitted in the first instance to the Project Management Construction Division.

e. **Adjudication procedure**
The Project Management Construction Division will make the final decision and report the decisions to the Communications Committee.

In the event of no suitable candidate being proposed, the Project Management Construction Division Committee may withhold the award for any particular year. Bronze medals may be awarded in a year when no Gold Medal is awarded.

f. **Presentation procedure**
The medals will be presented at a suitable function as determined by the Project Management Construction Division.

10.2 The South African Geotechnical Medal

a. **Objective**
The South African Geotechnical Medal was instituted by the Geotechnical Division to honour members of the SAICE who have made a significant contribution to Geotechnical Engineering in South Africa. Although the name of J E Jennings does not form part of the title of the medal, an inscription on the medal and specific mention in the citation of J E Jennings will honour his name and his contribution to South African Geotechnical Engineering.

b. **Criteria**
The medal will be awarded to an individual who, in the unanimous opinion of the Divisional Committee, has made a sufficiently significant contribution to furthering the art and science of geotechnical engineering in South Africa.

c. **Nature of award**
The award shall be in the form of a medal.

d. **Nomination procedure**
Nominations will be called for once a year and will require full motivation.
e. Adjudication procedure
The frequency of the award of the medal will be at the discretion of the Divisional Committee and will not necessarily be limited to one or any award per year.

f. Presentation procedure
The medal(s) will be presented at the AGM of the Division or at another prestigious occasion as decided by the Divisional Committee.

10.3 Chairman’s Award for Meritorious Service to the Transportation Engineering Profession

a/b. Objective/criteria
The award is for meritorious service to the transportation engineering profession.

c. Nature of award
The award will be in the form of a scroll, with the SAICE crest, sub titled ‘Division of Transportation’, and worded ‘The Chairman’s Award for Meritorious Service to the Transportation Engineering Profession’.

d/e. Nomination/adjudication procedures
The recipient will be that person judged by the Chairman of the previous year to best meets the intention of the award.
  • The Transportation Division controls the award.
  • The recipient must be a member of the SAICE.

f. Presentation procedure
The award will be made annually at an auspicious occasion.

10.4 The SAICE Award for Asphalt Pavement Technology

a/b. Objective/criteria
The award will be made for an achievement or contribution in some asphaltic application related to Transportation Engineering.

c. Nature of award
The award will be in the form of a scroll, with the SAICE crest and CAPSA (Conference on Asphalt Pavements for Southern Africa) logo, and worded ‘The SAICE Award for Asphalt Pavement Technology’.

d/e. Nomination/adjudication procedures
The Award is under the control of the Transportation Division.
  • The recipient may have made an individual contribution or he may have made his contribution as the leader of a team.
  • The recipient must be a member of the SAICE.

f. Presentation procedure
The award will be made annually at an auspicious occasion.

10.5 Water Engineering Award

a. Objective
The Water Engineering award is made to honour members who have made a significant contribution to the art and science of water engineering.
b. **Criteria**
The annual award in Water Engineering will be presented to nominated members of the SA Institution of Civil Engineering.

- The award may be presented to either an individual or groups of individuals.
- It will be expected of nominees to have made a significant contribution either in the practical or academic field of Water Engineering.

c. **Nature of award**
The award will be in the form of a certificate.

d. **Nomination procedure**
Nominations with motivations are to be invited annually from individuals, Branches and Divisions.
Nominations must reach the Water Engineering Division by a date set every year.

e. **Adjudication procedure**
This Division will evaluate the nominations and make the final decision, which will be reported to the Communications Committee.

It is the prerogative of the Water Engineering Division to withhold its award in any one year if in its opinion no suitable candidates are found.

f. **Presentation procedure**
The award will be presented at a suitable function arranged by the Division.

### 10.6 Urban Engineering Award

a. **Objective**
The Urban Engineering Division considers it desirable to offer an annual award to a member of the Institution in order to give recognition for outstanding achievement in the field of Urban Engineering. The person to whom this award is made should, in the opinion of the Division, have made an outstanding contribution or have rendered significant service to civil engineering in the Urban field.

b. **Criteria**
The criteria for the award will be one or more of the following:

i) displaying a high degree of excellence and proficiency in rendering a service or in the execution of a project.

ii) contribution to creating general public awareness of the role and image of the Urban Engineer.

iii) finding ingenious solutions to challenging problems and the application of innovative technology.

iv) dedication to the improvement of the quality of life of people.

v) environmental consciousness in the urban area.

vi) development of administrative, managerial or operational techniques, which have made a major contribution to efficiency in the Urban Engineering field.

The award shall be made to an individual only.
The recipient must be a member of the Institution.

c. **Nature of award**
The award shall take the form of an appropriate certificate.
d. **Nomination procedure**
Nominations for the award shall normally be invited by the Division before the end of March each year on a national basis. The closing date for receiving nominations will be the end of May.
- Nominations are to be invited annually from members of the Division, Branches and Divisions.
- Nominations must be submitted in writing to the secretary of the Division.
- Nominations must include a motivation in terms of the criteria stipulated for the award.

e. **Adjudication procedure**
The Committee of the Division shall be responsible for the adjudication and final decision, which shall be reported to the Communications Committee.

The Committee of the Division need not recommend an award in a particular year if it is of the opinion that no nomination received satisfies the criteria.

f. **Presentation procedure**
The award will be presented at the Division’s November meeting.

### 10.7 Environmental Engineering Award

a. **Objective**
The objective of the award is to recognise an exceptional contribution to the enhancement of the image of Civil Engineers with regard to awareness and involvement in environmental issues and concern for the environment.

b. **Criteria**
- The award can be made to either an organisation or an individual
- The individual should be a member of the Institution. The organisations should be associated with civil engineering
- The project for which the organisation or individual’s involvement is recognised must be predominantly of civil engineering character
- The project must be substantially complete, the environmental setting should have been established and the project should be exposed to public view
- The project must overtly display integration of development with the environment.

Projects which are unique or unusual will generally be favoured.

c. **Nature of the award**
- The award will be entitled “The Bob Laburn Award”.
- It will be a bronze floating trophy and a certificate. The trophy shall remain in care of the recipient until the next award is made.
- The cost of the trophy and insurance and certificate are to be paid for from a fund established from a contribution made by Dr Laburn. The fund will be administered by the Environmental Engineering Division.

d. **Nomination procedure**
Nominations with motivations will be invited annually, through the SAICE Journal and are to be submitted to the secretary of the Environmental Engineering Division.
e.  Adjudication
Nominations will be considered by a sub-committee appointed by the Environmental Engineering Division Committee. The decision of the sub-committee will be ratified by the Division Committee who will report the final decision to the Communications Committee.

The sub-committee shall be entitled to recommend that no award be made in any particular year.

f.  Presentation
The award will be presented at a suitable meeting of the Branch within whose geographic region the recipient is resident, or alternatively in which the project concerned was located.
The Environmental Engineering Division shall contact the recipient to determine the location of the award ceremony and will advise the Branch Chairman and Communications Committee respectively of its decision.

11. PAPER AWARDS
11.1 Best Paper Award

Award for the best paper published in the Journal of the South African Institution of Civil Engineering

a.  Objective
This paper honours the author(s) of the best paper published in the Journal during a given period.

b.  Criteria
The paper shall have been refereed in accordance with current editorial procedure and shall be judged in the range of applicability and interest value of the material content, originality and quality of presentation, and shall have appeared in the Journal of the South African Institution of Civil Engineering.

c.  Nature of award
The award will be in the form of a certificate.

d.  Nomination and adjudication procedures
1.  The Best Paper Award will be made annually, with the winning paper to be selected in the year following publication of the papers under review.
2.  If no paper meets the standards set by the adjudication panel in a given year, the award will not be made.
3.  The immediate past president of SAICE will chair the adjudication panel and will have a vote.
4.  The chairperson of the Journal Panel will coordinate and facilitate the adjudication process, but will not have a vote.
5.  The Journal Panel will nominate adjudicators to serve on the adjudication panel.

Nominations will be based on the following criteria:
5.1 The nominees will be independent, i.e. they should not have vested interest in the papers under review.
5.2 The nominees should not have been involved with the refereeing of the papers under review.
5.3 The nominees should be recognized and respected as individuals with experience over a relatively broad spectrum of civil engineering.
5.4 A maximum of four persons should be nominated to the adjudication panel, over and above the chairperson and the coordinator/facilitator (the latter not having a vote).

6 The award will be presented at the October SAICE Council meeting.

PLEASE NOTE: THE RULES FOR THE FOLLOWING AWARDS ARE CURRENTLY UNDER REVIEW

If you would like to enter a project before the revised rules are available, please use the rules as indicated below. We will notify you of the changes.

11.2 The William Craig Award for the best Student or Graduate contribution

a. Objective
   The award is made for the best paper by a Student or Graduate member on an engineering subject published during the year under review.

b. Criteria
   Papers by Student members may have been published in the transactions or presented to a Division or a Branch of the Institution or published through a Student Chapter of the Institution. Papers by Graduate members must have been published in the transactions of the Institution within five years of graduation.

   The award needs not to be made every year.

c. Nature of award
   The award will be in the form of a certificate.

d/e. Nomination/adjudication procedures
   The Immediate Past President will chair and appoint a panel who shall include the Chairman of the Editorial Board to review the papers for the previous year and make a recommendation to the EXCO meeting in February of each year. The award need not be made every year.

f. Presentation procedure
   The award will be presented at the Annual General Meeting. The cost of this award needs to be met by the William Craig Trust.

11.3 J E Jennings Award in Geotechnical Engineering

a. Objective
   The J E Jennings award is made annually by the Geotechnical Division to honour the late Prof J E Jennings and the outstanding role played by him in the development of Geotechnical engineering in South Africa.

b. Criteria
   The award will be presented to a member of the Geotechnical Division who is the author of a meritorious publication related to geotechnical engineering in South Africa published during the previous year, either in South Africa or elsewhere.
c. **Nature of award**
The award consists of a book token to the value of R200 and a certificate.

d. **Nomination procedure**
Nominations, with motivation, will be invited annually from individual members and are to be submitted to the Secretary of the Geotechnical Division.

e. **Adjudication procedure**
The nominations will be considered by a sub committee appointed by the Division Committee.

The decision of the sub committee will be subject to ratification by the Geotechnical Division Committee. The Divisional Committee will report its final decision to the Communications Committee.

In the event of no publication during the year being considered of sufficient merit, the sub committee may recommend that no award be made for that year.

The sub committee may decide to divide the award between the authors of publications it considers of equal merit.

If the sub committee considers more than one publication during the year to be of exceptional merit, it may recommend that the runner up be carried forward for consideration together with nominations for the following year.

f. **Presentation procedure**
The award(s) shall be presented at the Division AGM or other suitable occasion as determined by the Divisional Committee.

11.4 The Transnet Award

a. **Objective**
Transnet will make an annual award to members of the S A Institution of Civil Engineering.

b. **Criteria**
The award may be granted to one candidate or be divided between two or more candidates in such proportions as may be confirmed by Transnet.

Awards shall be made to members of the S A Institution of Civil Engineering who are authors of papers considered to be of interest in the operation of Railways, Harbour or Airways and/or members who make outstanding contributions to the discussions on such papers. For the purpose of the award, only original articles published in the previous calendar year will be considered. A presidential address shall not be taken into consideration for the purpose of the award.

Papers or contributions must be presented in one of the official languages of the Republic of South Africa.
The awards when approved by Transnet shall be made for and on its behalf by the S A Institution of Civil Engineering in accordance with the Institution's Constitution and By Laws.

The presentation of a Transnet award shall not debar the recipient from receiving from the Institution any other award for which he may be eligible.

For papers published in the Journal of the South African Institution of Civil Engineering, Transnet shall have the right, subject to due acknowledgement being accorded the S A Institution of Civil Engineering, to publish in departmental publications, the whole or any part of any paper or contribution, the author of which receives a Transnet award.

c. **Nature of award**
The annual award shall not exceed the sum of R500 (five hundred rand).

The presentation of the award shall be accompanied by a certificate bearing the seal of the Institution and indicating the title of the paper or nature of the contribution for which the award is presented.

d/e. **Nomination/adjudication procedures**
The Committee of the Railway and Harbour Engineering Division of the S A Institution of Civil Engineering shall annually submit a recommendation to the Management of Transnet for approval and confirmation of the award.

f. **Presentation procedure**
The Transnet award shall be presented at a suitable occasion arranged by the Division of Railway and Harbour Engineering Division of the S A Institution of Civil Engineering and the Management of Transnet shall be formally and timeously advised when it is proposed to make such presentations.
APPENDIX A

SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING SUBMISSION FOR BRANCH AWARD FOR EXCELLENCE IN CIVIL ENGINEERING OR NATIONAL AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT

The submission should consist of:

- The official entry form duly completed. (attached).
- An A4 text of not more than 1 500 words which should consist of:
  - A summary paragraph stating why, in the opinion of the entrant, the project merits the award.
  - A description of the purpose of the project, the approach to the design and relevant general features.
  - A brief statement of any unusual features which may be helpful to the judges.
  - A summary of the motivation which ties up with the photographs describing each phase of the project. The summary will include client details, budget and a short summary of the project describing its use.
- Five professional photographs (250 X 200 mm) in colour, of the entry showing it in its environment.
- A maximum of five drawings or illustrations relating to the entry. All drawings should be folded to A4 size if bigger than A4.
- A CD containing all the above information (written material, photos, presentations, audio files) in electronic format. Please ensure that all photographs and drawings are at least 300 dpi in quality.

Conditions of Entry, Ownership and Publication

- Submissions and any correspondence must be sent in a folder (not bound).
- The project should have been substantially completed the previous year.
- All material submitted with the entries shall become the property of the South African Institution of Civil Engineering and may be used in any form by the Institution without payment of fees or royalties, or prior approval.
- The entrant shall ensure the correctness of the information supplied.
- The Institution and its agents may edit the material submitted as they see fit to suit the 30 second presentation in a form suitable for public exhibition.

Conditions of the Award

- Judgement will be made on the entry submitted.
- The adjudication may be finalised after a visit to the project by the judges.
- The decision of the judges shall be final.
- The judges may at their sole discretion make the awards.
<table>
<thead>
<tr>
<th>SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING ENTRY FORM FOR AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT IN THE CATEGORY OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNICAL EXCELLENCE 0</td>
</tr>
<tr>
<td>COMMUNITY-BASED PROJECTS 0</td>
</tr>
<tr>
<td>INTERNATIONAL PROJECTS 0</td>
</tr>
</tbody>
</table>

| Name of Project: |
| Location: |
| Date of Substantial Completion: |

**CLIENT:**
- Contact Person:
- Telephone No:
- Fax No:

**PROFESSIONAL TEAM:**
- Address:
- Contact Person:
- Telephone No:
- Fax No:

**MAIN CONTRACTORS:**
- Address:
- Contact Person:
- Telephone No:
- Fax No:

**SUB-CONTRACTORS:**
- Address:
- Contact Person:
- Telephone No:
- Fax No:

The information supplied is correct and has been approved by the Client, Professional Team, Contractors and Suppliers.

| NAME: | SIGNATURE: | DATE: |
APPENDIX AA

Project Award Adjudication procedure details and logistics

The panel of judges (about 4 – 10 specialists, depending on the related discipline/s for each project) is selected and each judge receives a book containing information on all the submitted projects at least two weeks before the identified adjudication date. A chairperson for the adjudication session is identified from the panel. The adjudication date has to be at least eight weeks before the Awards event takes place as the plaques for the commendations and winners takes 6 – 8 weeks to produce.

The current and most cost effective manufacturer is ‘Metal Art’ in Pretoria.

The adjudicators ‘study’ the book containing the submission information in order to familiarise themselves with the projects for the adjudication. The adjudication book also contains information on the criteria used for the submissions, how to score the projects and also the list of projects per category. A detailed written piece on each project entered, submitted by the entrant, is included in this adjudication book. The piece is taken directly from the project motivation and can include graphics and photographs.

The adjudication is held at SAICE National Office, generally on a Friday afternoon when our specialist adjudication volunteers have time to spare. They arrive at lunchtime and are provided with snacks and drinks after which they make their way to the boardroom for the adjudication.

As per the rules, each submitting project is requested to also enter a 2:30 minute animated presentation with sound (either in PowerPoint or a short video) for the adjudication, to visually sum-up the entry. If a firm is not able to produce such a presentation, the judges are shown photos of the project instead.

Each project is scored on the provided scorecard as the visuals are completed. The chairperson of the session leads and convenes the discussion around the submission. At the end of each category, a decision is made in terms of commendations and winners. The judge’s, specialists in their chosen engineering fields, decision is final.

As soon as the adjudication is completed and the winners agreed upon, the project manager (SAICE staff member), has to immediately, that same day, organise the plaques to be manufactured. An e-mail is sent to the manufacturer and is followed up by a phone call to make sure that all the information was received.

Before sending the information to the plaque manufacturer, the winner’s names have to be checked, double checked and any of the copy to appear on the plaque is to be thoroughly proof-read to avoid any costly mistakes.

The adjudication outcome is to be kept strictly confidential until the end of the award event, generally held in early October, where the winners are announced. All the adjudicators and any other involved parties are sworn to secrecy.

The adjudicators and their partners are automatically invited to the awards event at no cost as they volunteered time and effort to adjudicate the submissions.

The current score sheet used is as follows.
PROJECT AWARDS FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT
SCORE SHEET

TECHNICAL EXCELLENCE
COMMUNITY-BASED PROJECTS
INTERNATIONAL PROJECTS

Maximum score = 5 or 10 as indicated

1 = POOR
Max score = EXCELLENT
IN-BETWEEN SCORES ARE ACCEPTABLE

THANK YOU FOR TAKING THE TIME TO ASSIST US IN THIS VENTURE

May the BEST PROJECTS win!!
GOOD LUCK!
PROJECT AWARDS FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT
SCORE SHEETS

Nominations for the 2018
Project Awards

• Community-based Projects
• Technical Excellence Projects
• International Projects

See score sheets below

The information contained in this document is a basic description of each project and in some cases, photographs are included. For more detailed information and to view additional material on any given submission, please contact:

SAICE National Office
Tel: 011 805 5947
Fax: 011 805 5971
Lorraine Mpofana
Email: lorraine@saice.org.za
### NATIONAL AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT

#### TECHNICAL EXCELLENCE

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notable advance in the application of new or existing methods of design, construction or project management?</td>
<td>10 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Portrays the art and science of civil engineering?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Functional efficiency?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Well managed and completed on time?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Environmental and community impacts well managed?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>30 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NATIONAL AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT

#### COMMUNITY-BASED PROJECTS

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Community cooperation and participation during planning or execution of the project?</td>
<td>10 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sustainable benefit to the community after project completion?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Skills development or technology transfer?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Demonstrates civil engineering’s contribution to the welfare of mankind?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Well managed and completed on time?</td>
<td>5 Points</td>
<td></td>
<td></td>
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<tr>
<td>6. TOTAL</td>
<td>30 Points</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### NATIONAL AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT

#### INTERNATIONAL PROJECTS

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notable advance in the application of new or existing methods of design, construction or project management?</td>
<td>10 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Portrays the art and science of civil engineering?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Functional efficiency?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Well managed and completed on time?</td>
<td>5 Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Environmental and community impacts well managed?</td>
<td>5 Points</td>
<td></td>
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<tr>
<td>1. TOTAL</td>
<td>30 Points</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
APPENDIX B

MEMBERS WHO HAVE RECEIVED THE GOLD MEDAL AWARD

<table>
<thead>
<tr>
<th>Year</th>
<th>Awardee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Kevin Wall, Sam Amod</td>
</tr>
<tr>
<td>2016</td>
<td>no award made</td>
</tr>
<tr>
<td>2015</td>
<td>Nazil Alli</td>
</tr>
<tr>
<td>2014</td>
<td>no award made</td>
</tr>
<tr>
<td>2013</td>
<td>Alec Hay</td>
</tr>
<tr>
<td>2012</td>
<td>Trueman Goba</td>
</tr>
<tr>
<td>2011</td>
<td>no award made</td>
</tr>
<tr>
<td>2010</td>
<td>no award made</td>
</tr>
<tr>
<td>2009</td>
<td>no award made</td>
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<tr>
<td>2008</td>
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<tr>
<td>2007</td>
<td>no award made</td>
</tr>
<tr>
<td>2006</td>
<td>no award made</td>
</tr>
<tr>
<td>2005</td>
<td>Allyson Lawless</td>
</tr>
<tr>
<td>2004</td>
<td>no award made</td>
</tr>
<tr>
<td>2003</td>
<td>no award made</td>
</tr>
<tr>
<td>2002</td>
<td>no award made</td>
</tr>
<tr>
<td>2001</td>
<td>Mr RA Pullen</td>
</tr>
<tr>
<td>2000</td>
<td>no award made</td>
</tr>
<tr>
<td>1999</td>
<td>no award made</td>
</tr>
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<td>1998</td>
<td>no award made</td>
</tr>
<tr>
<td>1997</td>
<td>no award made</td>
</tr>
<tr>
<td>1996</td>
<td>Mr KG Witthaus</td>
</tr>
<tr>
<td>1995</td>
<td>Prof K Knight</td>
</tr>
<tr>
<td>1994</td>
<td>H A Loots</td>
</tr>
<tr>
<td>1993</td>
<td>Dr A C Liebenberg</td>
</tr>
<tr>
<td>1992</td>
<td>E J Hall</td>
</tr>
<tr>
<td>1991</td>
<td>H C Blersch</td>
</tr>
<tr>
<td>1990</td>
<td>Dr R J Laburn</td>
</tr>
<tr>
<td>1989</td>
<td>Dr J P Kriel</td>
</tr>
<tr>
<td>1979</td>
<td>Prof D C Midgley</td>
</tr>
<tr>
<td>1978</td>
<td>T C Watermeyer</td>
</tr>
<tr>
<td>1973</td>
<td>Prof D W de Vos</td>
</tr>
<tr>
<td>1968</td>
<td>Col W P F McLaren</td>
</tr>
<tr>
<td>1963</td>
<td>Prof J E Jennings</td>
</tr>
<tr>
<td>1958</td>
<td>Prof W G Sutton</td>
</tr>
<tr>
<td>1953</td>
<td>F E Kanthack</td>
</tr>
</tbody>
</table>
APPENDIX C

HONORARY FELLOWS

Year | Honorary Fellow
--- | ---
2017 | Allyson Lawless, Trueman Goba, Ron Watermeyer, Hendrik Kirsten, Seetella Makhetha, Peter Kleynhans,
2016 | Dr Pine Pienaar
2015 | Mike Muller & Tom McKune
2014 | No nominations received
2013 | Johan de Koker, Neil Macleod, Jack van der Merwe
2012 | Sam Amod, Kevin Wall
2011 | David Botha, Faried Allie, Mike Shand, James Metcalf
2010 | No nominations received
2009 | Peter Day, Tony Murray, Desmond Webb
2008 | Theo van Roebroek
2007 | No nominations received
2006 | Prof Will Alexander
2005 | Alec Hay, Bingle Kruger, Ross Parry-Davies
2004 | Brian Bruce, Gary Jones, Donald Macleod
2003 | No nominations received
2002 | RA Fone,
2001 | SM Gounden, Dr GLD Ross, L de Waal, Prof A Kemp
2000 | No nominations received
1999 | Prof F Hugo, Prof D Sparks
1998 | CM McMillan
1997 | Prof GE Blight
1996 | RA Pullen
1995 | A van Niekerk
1994 | G W Donaldson
1993 | Prof K Knight
1992 | K G Witthaus
1991 | Dr A C Liebenberg
1990 | B A Kantey, E Hall, M de Waal
1989 | H A Loots
1987 | H C Blersch, C Skeen, Dr H Olivier
1985 | Dr R J Laburn, Dr J P Kriel
1984 | The Hon. Min. H Schoeman
1982 | Prof D C Midgley, Dr S S Morris
1981 | Prof D W de Vos
1979 | C Harris, A S Robinson, Sir Angus Paton CMG FRS
1978 | D C Robertson, The Hon Min S P Botha, F J Hugo
1977 | T C Watermeyer, R D Hawkins
1976 | Prof J E Jennings
1975 | H R Moffat, Dr D F Kokot
1974 | F Jackson
1967 | Prof W G Sutton
1962 | Prof Baker of Windrush, (Prof Sir John F Baker), Dr N Stutterheim
APPENDIX D

AWARD FOR MERITORIOUS RESEARCH

<table>
<thead>
<tr>
<th>Year</th>
<th>Awardee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
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</tr>
<tr>
<td>2007</td>
<td>no award</td>
</tr>
<tr>
<td>2006</td>
<td>Dr K Wall</td>
</tr>
<tr>
<td>2005</td>
<td>Dr K Wall</td>
</tr>
<tr>
<td>2004</td>
<td>no award</td>
</tr>
<tr>
<td>2003</td>
<td>no award</td>
</tr>
<tr>
<td>2002</td>
<td>Prof G Heymann</td>
</tr>
<tr>
<td>2001</td>
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<td>2000</td>
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</tr>
<tr>
<td>1998</td>
<td>RD Little</td>
</tr>
<tr>
<td>1998</td>
<td>Alex Visser</td>
</tr>
<tr>
<td>1997</td>
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<tr>
<td>1996</td>
<td>Prof F Hugo</td>
</tr>
<tr>
<td>1996</td>
<td>Mr PGJ Meiring</td>
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<tr>
<td>1996</td>
<td>Dr CE Herold</td>
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<tr>
<td>1995</td>
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<td>1994</td>
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<tr>
<td>1992</td>
<td>Dr W V Pitman</td>
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<tr>
<td>1991</td>
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<td>1990</td>
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<tr>
<td>1982</td>
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</tr>
<tr>
<td>1981</td>
<td>Eddie Otte</td>
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### APPENDIX E

**AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT**

#### Technical Excellence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
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</thead>
<tbody>
<tr>
<td>1965</td>
<td>Sugar Terminal, Durban</td>
</tr>
<tr>
<td>1966</td>
<td>Umtamvuma River Bridge</td>
</tr>
<tr>
<td>1967</td>
<td>Cape Town Freeways</td>
</tr>
<tr>
<td>1968</td>
<td>-</td>
</tr>
<tr>
<td>1969</td>
<td>The Standard Bank Centre, Johannesburg</td>
</tr>
<tr>
<td>1970</td>
<td>Paul Sauer Dam</td>
</tr>
<tr>
<td>1971</td>
<td>Van Stadens River Arch Bridge</td>
</tr>
<tr>
<td>1972</td>
<td>Hendrik Verwoerd Dam</td>
</tr>
<tr>
<td>1973</td>
<td>The Orange Fish Tunnel</td>
</tr>
<tr>
<td>1974</td>
<td>Johannesburg M1 and M2 Motorway System</td>
</tr>
<tr>
<td>1975</td>
<td>Richard's Bay Broodsnyersplaas Harbour and Railway Line</td>
</tr>
<tr>
<td>1976</td>
<td>Sishen Saldanha Railway Line and Harbour</td>
</tr>
<tr>
<td>1977</td>
<td>Gouritz River Bridge</td>
</tr>
<tr>
<td>1978</td>
<td>Steenbras Hydroelectric Pumped Storage Scheme</td>
</tr>
<tr>
<td>1979</td>
<td>Mitchells Plain</td>
</tr>
<tr>
<td>1980</td>
<td>Threewaterskloof Berg River Project</td>
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<tr>
<td>1981</td>
<td>Drakensberg Hydroelectric Pumped Storage Scheme</td>
</tr>
<tr>
<td>1982</td>
<td>Koeberg Nuclear Power Station</td>
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<tr>
<td>1983</td>
<td>Grooteblaai Dam Emergency Augmentation Scheme</td>
</tr>
<tr>
<td>1984</td>
<td>Tsitsikama National Road and Bridges</td>
</tr>
<tr>
<td>1985</td>
<td>Mariannhill National Route 3 Project</td>
</tr>
<tr>
<td>1986</td>
<td>Uncle Charlie's Complex</td>
</tr>
<tr>
<td>1987</td>
<td>Palmiet Pumped Storage Scheme</td>
</tr>
<tr>
<td>1988</td>
<td>Huguenot Tunnel</td>
</tr>
<tr>
<td>1989</td>
<td>Rietvlei Rehabilitation Scheme</td>
</tr>
<tr>
<td>1990</td>
<td>Northern Access Route to Katse Dam Site.</td>
</tr>
<tr>
<td>1991</td>
<td>Bothasfontein Bridge</td>
</tr>
<tr>
<td>1992</td>
<td>Michell's Pass (Wolseley to Ceres)</td>
</tr>
<tr>
<td>1993</td>
<td>Widening of National Route 3: Key Ridge to Nchanga</td>
</tr>
<tr>
<td>1994</td>
<td>Riviersonderend/Palmiet River Water Augmentation Scheme</td>
</tr>
<tr>
<td>1995</td>
<td>Rehabilitation of Shongweni Dam</td>
</tr>
<tr>
<td>1996</td>
<td>Concorde East Overpass Bridge</td>
</tr>
<tr>
<td>1997</td>
<td>Katse Dam</td>
</tr>
<tr>
<td>1998</td>
<td>Delivery tunnel north / Ladysmith flood control scheme</td>
</tr>
<tr>
<td>1999</td>
<td>Paris Dam</td>
</tr>
<tr>
<td>2000</td>
<td>Meiringspoort</td>
</tr>
<tr>
<td>2001</td>
<td>Moddergat</td>
</tr>
<tr>
<td>2002</td>
<td>-</td>
</tr>
<tr>
<td>2003</td>
<td>Mohale Dam</td>
</tr>
<tr>
<td></td>
<td>Project of the century - Katse Dam</td>
</tr>
<tr>
<td>2004</td>
<td>Thesen Islands Development</td>
</tr>
<tr>
<td>2005</td>
<td>The Cradle of humankind</td>
</tr>
<tr>
<td>2006</td>
<td>Durban Harbour Tunnel</td>
</tr>
<tr>
<td>2007</td>
<td>Berg Water Project</td>
</tr>
<tr>
<td>2008</td>
<td>Joint Winners: Foundations for the Moses Mabhida Stadium Arch</td>
</tr>
</tbody>
</table>
Gansbaai Water Treatment Works
2009  Joint Winners: Port of Ngqura
      Soccer City
2010  Joint Winners: Buitengragt Structural Steel Pedestrian Bridge
      Granger Bay Boulevard and Green point Roundabout /traffic circle
2011  Joint Winner – Community-Based: eThikwini Zibambele Alleviation Programme
      CRU Project Refurbishment
      Kraaifontein Waste Management Facility
2012  Winner – International Project: M10 Senange to Maziba Bay Road
      Treatment Works Biogas to Electrical Energy
2012  Winner – Community-Based: Labour Intensive Construction of L1756
      Under the EPWP Programme
2013  Winner
2014  Winner
2015  Winner – Technical Excellence: Ingula Pumped Storage Scheme
2015  Winner – International Project: Mokhotlong-Sani Pass Road Project
2015  Winner – Community Based: Upgrade of Main Road 104
2016
2017

* The award is made one year retrospectively.
### APPENDIX F

#### PRESIDENT’S AWARD FOR MERITORIOUS SERVICE

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Year</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian Oloff Bergh</td>
<td>1997</td>
<td>Prof Alex Visser</td>
</tr>
<tr>
<td>Verelene &amp; Johan de Koker</td>
<td>1998</td>
<td>Brian Middleton</td>
</tr>
<tr>
<td>Ron Watermeyer</td>
<td>1999</td>
<td>Dr Rodney Milford</td>
</tr>
<tr>
<td>Erlyn Snell</td>
<td>2000</td>
<td>Allyson Lawless</td>
</tr>
<tr>
<td>Dr Mike Shand</td>
<td>2001</td>
<td>Dr Kevin Wall</td>
</tr>
<tr>
<td>Peter Kleynhans</td>
<td>2002</td>
<td>Trueman Goba</td>
</tr>
<tr>
<td>Debbie Hogan &amp; Simon Mqamelo</td>
<td>2003</td>
<td>Faried Allie</td>
</tr>
<tr>
<td>John Lane</td>
<td>2004</td>
<td>Ron Watermeyer</td>
</tr>
<tr>
<td>Willie Claassen</td>
<td>2005</td>
<td>Mike Deeks</td>
</tr>
<tr>
<td>Spencer Hodgeson</td>
<td>2006</td>
<td>Sam Amod</td>
</tr>
<tr>
<td>Allyson Lawless</td>
<td>2007</td>
<td>Neil Mcleod</td>
</tr>
<tr>
<td>Marthelene Buckle &amp; Dudu Mkhize</td>
<td>2008</td>
<td>Johan de Koker (&amp; Chris Herold &amp; Elsbé Kearsley)</td>
</tr>
<tr>
<td>Peter Kleynhans (special award)</td>
<td>2009</td>
<td>Prof Elsbé Kearsley</td>
</tr>
<tr>
<td>No Award</td>
<td>2010</td>
<td>Ali Naidu</td>
</tr>
<tr>
<td>No Award</td>
<td>2011</td>
<td>Seetella Makhetha</td>
</tr>
<tr>
<td>No Award</td>
<td>2012</td>
<td>Martin van Veelen</td>
</tr>
<tr>
<td>No Award</td>
<td>2013</td>
<td>Peter Kleynhans</td>
</tr>
<tr>
<td>No Award</td>
<td>2014</td>
<td>Stanford Mkhacane</td>
</tr>
<tr>
<td>No Award</td>
<td>2015</td>
<td>Malcolm Pautz</td>
</tr>
<tr>
<td>No Award</td>
<td>2016</td>
<td>Chris Herold</td>
</tr>
<tr>
<td>Deon Kruger</td>
<td>2017</td>
<td>Sundran Naicker</td>
</tr>
<tr>
<td>TBC</td>
<td>2018</td>
<td>Errol Kerst</td>
</tr>
<tr>
<td>TBC</td>
<td>2019</td>
<td>Eddie Chinnappens</td>
</tr>
</tbody>
</table>
APPENDIX G

SUBMISSIONS OF NATIONAL AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT IN EACH OF THE FOLLOWING DIVISIONS:

1. ENVIRONMENTAL ENGINEERING PROJECT OF THE YEAR
2. GEOTECHNICAL ENGINEERING PROJECT OF THE YEAR
3. INFORMATION TECHNOLOGY PROJECT OF THE YEAR
4. PROJECT MANAGEMENT AND CONSTRUCTION PROJECT OF THE YEAR
5. RAIL AND HARBOUR ENGINEERING PROJECT OF THE YEAR
6. STRUCTURAL ENGINEERING PROJECT OF THE YEAR
7. WATER ENGINEERING PROJECT OF THE YEAR
8. TRANSPORTATION ENGINEERING PROJECT OF THE YEAR
9. FIRE ENGINEERING PROJECT OF THE YEAR
10. MARINE DIVISION PROJECT OF THE YEAR
11. OPERATION AND MAINTENANCE AWARD

The submission must be done via the web-based submission system and will include the following:

• Entry form
• Project questions – depending on the division, 5 to 6 web-based project questions must be answered
• An A4 text web-based submission of not more than 1500 words which should consist of:
  * A summary paragraph stating why, in the opinion of the entrant, the project merits the award.
  * A description of the purpose of the project, the approach to the design and relevant general features.
  * A brief statement of any unusual features, which may be helpful to the judges.
• Five professional photographs (250 X 200 mm) in colour, of the entry, showing it in its environment.
• A maximum of five drawings or illustrations relating to the entry. All drawings to be in PDF or Jpeg format when loading onto the system.

Conditions of Entry, Ownership and Publication

• Submissions and any correspondence must be submitted via the web-based system
• The project should have been substantially completed the previous year.
• All material submitted with the entries shall become the property of the South African Institution of Civil Engineering and may be used in any form by the Institution without payment of fees or royalties, or prior approval.
• The entrant shall ensure the correctness of the information supplied.
• The Institution and its agents may edit the material submitted as they see fit to suit the 2:30-minute presentations in a form suitable for public exhibition.
Conditions of the Award

• Judgement will be made on the entry submitted by Division Committee members via the web-based system
• The adjudication may be finalised by an automatic scoring system on a percentage mark per project
• The project with the highest percentage mark will be awarded the respective ‘Divisional Award’
• The judge’s decision is final and they may at their sole discretion make the awards.
APPENDIX GG

Project Award Adjudication procedure details and logistics

The panel of judges (about 4 – 10 specialists, depending on the related discipline/s for each project) is selected/part of that specific Divisional Committee.

Each judge receives a unique password and logs onto the web-based system using their email address and unique password.

All projects submitted will be named on the landing page once logged in. The judges then click on the project they wish to mark and rate the project according to a score sheet.

Once the judge have submitted their scores the system will automatically work out the percentage score the project gets awarded with.

The adjudication date has to be at least three weeks before the Awards event takes place as the division specific certificates need to be designed, printed, signed by the CEO and President of SAICE and then framed.

The adjudicators view all electronic project submissions made for that particular project including the project photographs and drawings and give each section a score, which will automatically convert into a percentage.

The adjudication can be done at any time via the web-based electronic system.

Each project is scored on a web based score sheet which is derived from the following original score sh
## APPENDIX H

### AWARD FOR THE MOST OUTSTANDING CIVIL ENGINEERING DIVISION ACHIEVEMENT

<table>
<thead>
<tr>
<th>Year</th>
<th>Division</th>
<th>Project Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Winner – Structural Engineering</td>
<td>Margate Sky Bridge</td>
</tr>
<tr>
<td>2011</td>
<td>Winner – Water Engineering</td>
<td>Bedford Dam</td>
</tr>
<tr>
<td>2012</td>
<td>Winner – Environmental Engineering</td>
<td>Sihlanzimvelo Stream Cleaning Project</td>
</tr>
<tr>
<td>2012</td>
<td>Winner – Structural Engineering</td>
<td>Tugela River Pedestrian Bridge (Kwajolwayo)</td>
</tr>
<tr>
<td>2012</td>
<td>Winner – Project Management</td>
<td>Construction Engineering:FibreCo SA Fibre Optic Cable Project</td>
</tr>
<tr>
<td>2013</td>
<td>Winner – Transportation Engineering</td>
<td>The Greening Of KwaZulu Natal's Roads</td>
</tr>
<tr>
<td>2013</td>
<td>Winner – Water Engineering</td>
<td>St Helen's Rock Pumpstation, Umzimkhulu Water Scheme</td>
</tr>
<tr>
<td>2015</td>
<td>Winner – Water Engineering</td>
<td>Ingula Pumped Storage Scheme</td>
</tr>
<tr>
<td>2015</td>
<td>Winner – Transportation Engineering</td>
<td>Mokhotlong–Sani Pass Road Project</td>
</tr>
<tr>
<td>2015</td>
<td>Winner – Project Management</td>
<td>Construction Engineering:Construction of community infrastructure in the southern region – eThekwini Municipality</td>
</tr>
<tr>
<td>2015</td>
<td>Winner – Environmental Engineering</td>
<td>Transport Management Plan for the EcoMobility World Festival</td>
</tr>
<tr>
<td>2015</td>
<td>Winner – Geotechnical Engineering</td>
<td>New Old Mutual Head Office, Sandton</td>
</tr>
<tr>
<td>2015</td>
<td>Winner – Rail &amp; Harbour Engineering</td>
<td>Reconstruction and deepening of Maydon Wharf Berths 1–4, 13 &amp; 14</td>
</tr>
<tr>
<td>2015</td>
<td>Winner – Structural Engineering</td>
<td>Pacaltsdorp Pedestrian Bridge</td>
</tr>
<tr>
<td>2016</td>
<td>Winner –</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>Winner –</td>
<td></td>
</tr>
</tbody>
</table>
17. Sponsorship

Sponsorship Guidelines
Sponsorship Checklist
Sponsorship proposals:
  - SAICE SPOT Room
  - SAICE Road Shows
  - SAICE Civil Talk
  - SAICE Awards
  - SAICE National Research and Investigative Project Presentation
  - SAICE Presidential Inauguration
  - SAICE Golf Day
SPONSORSHIP GUIDELINES

2018

Published by the South African Institution of Civil Engineering (SAICE)
GUIDELINES FOR SOURCING SPONSORSHIP
THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING

1 PURPOSE OF GUIDELINES

These Guidelines are intended to assist persons involved in sourcing sponsorship for any of the major SAICE events and then offer “good practice” procedures for the development and maintenance of the on-going relationship required to ensure that the sponsoring company is satisfied with the value of the service provided by SAICE.

2 REQUEST SPONSORSHIP:

Should a company not be identified for sponsorship at the particular event, contact Jenny Miller (SAICE marketing agent) who will assist in identifying and approaching companies on SAICE’s behalf. Her fee, for each secured sponsorship, is set on an agreed commission basis.

Jenny Miller Marketing, (011) 467 6223, Cell: 082 637 2992, email: jennymiller@lantic.net

3 STANDARD TEMPLATE REQUESTED FOR FUNDING

Once the company has been identified (either by Jenny Miller or directly by SAICE), it is imperative to follow the lead with the following:

3.1 A Sponsorship Prospectus should be compiled and then forwarded to either Jenny Miller or directly to the contact person at the Company which the sponsorship is sought. Examples of these prospectus’ are appended to this section.

3.2 The prospectus document should be structured to include the following information:

- Introduction to SAICE (brief company profile)
- Background to the Event we are seeking sponsorship for
- Terms of reference
- Scope of event
- Format of event
- Deliverables from SAICE
- Deliverables from sponsor
- Request for sponsorship
  1. Marketing exposure
  2. Estimated budget
  3. Project closure
- Conclusion
- Contact details

3.3 Once the prospectus has been officially accepted by the sponsor, send an official communication (in the form of a Sponsorship Agreement), which is signed by the CEO and the CFO. In the event of the CEO not being available the COO would sign in his place.
3 RESEARCH YOUR SPONSORS

Prepare a one-pager fact sheet:

- Who
- What
- When
- Benefits

Know everything about their brands, their sales goals, their sponsorship strategies.

The fact sheet is merely a one dimensional outline and it needs to be developed through research and in depth discussions with the sponsor over a face to face meetings.

Schedule a kick-off meeting with the sponsor – be prepared.

Within 3 days of receiving feedback from sponsor, send an official communication signed by the CEO and President acknowledging receipt of the feedback and responding appropriately to the communication received.

4 MAINTAIN CONTACT WITH YOUR SPONSORS

Stay in touch with all sponsors before, during and after the event; this will take the form of:

1. Monthly meetings to provide regular feedback of progress (minute meetings).
2. The last meeting before the event should be within 5 working days of the event (minute meetings).
3. The last meetings after the event should be within 5 working days of the event (minute meetings).
4. Show sponsors collateral as it is being developed – posters flyers, invitations (make sure they are happy with their logo and information detail).
5. Invite the sponsor to events and give prizes at awards nights.
6. Establish a personal relationship with them.
7. Make sure all staff in the organization are informed about your sponsors. This ensures consistency in service that you provide. Other staff members should be able to take over your sponsors in the event that you are no longer able to participate in that particular event.
8. Before signing a new sponsor, give existing sponsors the opportunity to address any concerns they may have.
9. Promote sponsors at every opportunity – advertising, competitions, draws, annual calendar, etc.
10. In all speeches and at presentation events, thank your sponsors.
11. Use the Check-List for sponsorship. See below.
12. Try to renew the sponsorship agreement for the event next year – at the event or as soon as possible thereafter.
5 AFTER THE EVENT

After the event the sponsor shall receive the following as a minimum:

1. A closure report which will document the outcomes delivered, as stated in the Sponsorship Prospectus. The report shall have colour pictures with full document referencing, tables of pertinent information, viz. costs, appropriate guest list information, general comments received, media coverage received, name of author and reviewer, etc.

2. A closing meeting to discuss a recon of all activities pertaining to the sponsor and to SAICE.

3. A framed A3 photograph; at the event with the SAICE Office Bearer and/or the SAICE CEO with a senior executive of the company providing the sponsorship, with the SAICE and the company logo and the titles:
   - Name of individuals and their official titles, e.g. Manglin Pillay SAICE Chief Executive Officer, etc.
   - Company Name.
   - Official sponsor of SAICE “Name of Event”, “Date”.

6 ARCHIVING OF DOCUMENTS

All documentation, including budgets, minutes, emails, invoices, etc., are to be saved on a project folder on the ARCHIVE. The file shall be created by the project manager, and all project participants will be assessed on utilization of the folder for storage of information.
### SPONSORSHIP CHECKLIST

<table>
<thead>
<tr>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are your sponsors aware of the importance they play in making changes successful?</td>
<td></td>
</tr>
<tr>
<td>Active and visible Sponsorship.</td>
<td></td>
</tr>
<tr>
<td>Do your sponsors know their three biggest roles in supporting organization change?</td>
<td></td>
</tr>
<tr>
<td>1) Participate actively and visibly throughout the project; 2) Build a coalition of sponsorship with managers and peers; and 3) Communicate effectively with employees.</td>
<td></td>
</tr>
<tr>
<td>Are your sponsors active and visible throughout the project?</td>
<td></td>
</tr>
<tr>
<td>Sponsors cannot stand on the side-line, they must be involved from the beginning of the project till the end.</td>
<td></td>
</tr>
<tr>
<td>Are your sponsors building the coalitions that are needed for the change to be successful?</td>
<td></td>
</tr>
<tr>
<td>How your sponsorship interact with the other leaders necessary to make changes successful. The primary sponsor must build relationships and commitment with these other key leaders.</td>
<td></td>
</tr>
<tr>
<td>Are your sponsors communicating directly and effectively with employees?</td>
<td></td>
</tr>
<tr>
<td>Do your sponsor know that the biggest mistake cited by study participants was failing to personally engage as the sponsor of change?</td>
<td></td>
</tr>
<tr>
<td>Project teams face tremendous difficulties when they have a sponsor who does not personally engage in the change.</td>
<td></td>
</tr>
<tr>
<td>Is your sponsor prepared to manage resistance?</td>
<td></td>
</tr>
<tr>
<td>Your sponsor needs to be prepared and ready to deal with resistance in the organization – especially from other senior and mid-level managers.</td>
<td></td>
</tr>
<tr>
<td>Is your sponsor prepared to celebrate successes?</td>
<td></td>
</tr>
<tr>
<td>Celebrating success – even small, short term successes – is an important part in building support and momentum for your changes, sponsors play a key role in recognizing employees both publicity and privately</td>
<td></td>
</tr>
<tr>
<td>Does your sponsor fully understand the agreement that’s been drawn up?</td>
<td></td>
</tr>
<tr>
<td>Is the sponsor understanding the benefits it will receive and for what cost.</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Is the sponsor happy?</strong></td>
<td>☐</td>
</tr>
<tr>
<td>Have you given the sponsor the opportunity to communicate about ideas</td>
<td>☐</td>
</tr>
<tr>
<td>and suggestions they have?</td>
<td></td>
</tr>
<tr>
<td><strong>Have the sponsor received the promises they paid for?</strong></td>
<td>☐</td>
</tr>
<tr>
<td>The package and benefits they received?</td>
<td>☐</td>
</tr>
</tbody>
</table>
PROPOSAL FOR THE INTRODUCTION OF A SAICE ‘SPOT’ ROOM - 2018
UNIVERSITY OR UNIVERSITY OF TECHNOLOGY

Date –

1 INTRODUCTION AND BACKGROUND

The South African Institution of Civil Engineering (SAICE) is a learned society and voluntary organisation. SAICE has a 110 year history and is commonly referred to as a central home for South African civil engineering practitioners.

Our membership varies between 10 000 to 12 000 members and includes civil engineers, civil engineering technologists and civil engineering technicians, situated throughout Southern Africa in twenty geographic regions, e.g. Cape Town, Durban and Johannesburg.

A number of years ago the SAICE Membership Committee acknowledged the benefit of encouraging University and University of Technology (UoT) students to join SAICE. It was argued that if potential members are targeted when they are students, then the transformation of the institution and the long term survival (addressing the breaking wave) would be guaranteed.

Over time our approach to recruiting students has been reviewed, and a more formal Student Structure within SAICE was developed. The establishment of Student Chapters at all Universities and UoT’s offering a Civil Engineering programme has been made a high priority.

SAICE has embarked on the recruitment of an Administrative Support Assistant in each of our branches and it is our proposal to accommodate this assistant on the local campus in the area. With a base on the campus, this assistant is far more effective and better equipped to facilitate SAICE’s student membership aspirations, namely:

- Hands-on student member support
- Student Chapter liaison with the SAICE Young Members Panel (YMP)
- Facilitating Student and Chapter activities relating to SAICE
- Receiving and processing the applications for SAICE SPEBS Bursaries
- Facilitating the sale of text books through the SAICE Bookshop
- Receiving and processing the SAICE Membership applications
- Providing SAICE Career Focus advice
- Creating networking opportunities
- Facilitating SAICE Road shows on campus to create an awareness of professional development.
- etc.

The purpose of this document is a request sponsorship and partnership towards the establishment of a SAICE SPOT Room at ......................... to accommodate the abovementioned Administrative Support Assistant.
The SAICE assistant would, under your guidance, also be assigned tasks for the creation of awareness programmes and relationship building exercises on behalf of your organisation.

As a sponsor / partner, SAICE could also market your organisation via the insertion of ‘paid for’ advertorials for inclusion into the various SAICE media.

Another huge opportunity would be to build a long term partnership between SAICE and your organisation by participation in each other’s events in the broader picture.

We envisage this sponsorship / partnership to be the start of a mutual relationship that benefits the goals and objectives of both SAICE and your organisation.

2 STUDENT MEMBERS AND STUDENT CHAPTERS

Becoming a student member of SAICE is the first step towards joining the biggest network of civil engineering professionals in South Africa. Not only will the student enjoy all the physical benefits of membership, but they will also be benefiting their future career from an early stage.

The first year of being a SAICE student member is free of charge. Thereafter the membership still continues, but from the second year the student will be liable for the membership fees. However if the student requests a fee suspension whilst still studying in subsequent years, the application will be forwarded to the SAICE Membership Committee for approval. Should the application be approved another year will then be granted free of charge.

The formation of a Student Chapter aims to serve its student members at the University or UoT. The Chapter provides a link between students and the Engineering industry, and provides a platform to build professional networks. To achieve these aims, the Chapter can inform its members about events held by the local SAICE Branch. However, the Chapter also hosts its own events and projects.

The simplest event is a presentation from a guest speaker. Possible topics include:

- A company presentation on its projects and available jobs / bursaries / internships.
- A presentation on a current / past engineering project or feature.
- A presentation on a ‘hot’ engineering issue, e.g. sustainability.
- A presentation on professional registration by a young candidate engineer, a mentor or ECSA committee member.
- A presentation on soft skills, e.g. on ethics and anti-corruption, leadership, or marketing oneself.
- A presentation on life after university or UoT, e.g. what to expect on your first day of work, how much do you expect to earn.

Site visits are very popular and well attended by students. Site visits do not have to be at a location where there is active construction, but can be made to completed sites.

Student Chapters can form a gateway for students to the working environment and civil engineering industry by hosting networking events. This can be in the form of a cocktail evening or career expo.

Competitions amongst students are done to generate interest in the profession, provide marketing opportunities for SAICE and companies, as well as to allow students to just have
The Student Chapter can organise a bridge building competition, water competition, or cube crushing competition.

A Student Chapter needs money to be able to function effectively. Funds are needed to host events, run projects, provide refreshments and advertise activities. Although SAICE National provides each Student Chapter with an annual allowance, a Student Chapter must learn to be resourceful and self-sustaining.

SAICE recognises the opportunities for joint workshops for engineers on topics common to both our organisations.

This SPOT Room will go a long way in ensuring adequate succession planning for the student chapter, continuity of the chapter enthusiasm and its connection with the SAICE YMP and your organisation.

The SAICE SPOT room is definitely viewed as a contributor to that continuity.

3 REQUEST FOR SPONSORSHIP

Partnering with SAICE as sponsor for the establishment of a SPOT Room at ................. lends itself to brand extension and association with our brand.

The table below summarizes the sponsorship package and highlights the marketing benefits associated therewith.

**SAICE Sponsorship Package**

<table>
<thead>
<tr>
<th>SPONSOR CATEGORY</th>
<th>VALUE (R)</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Sponsor</td>
<td>R60 000</td>
<td>1</td>
<td>Main sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Company Logo co-branded with SAICE on all external direction signage to the SPOT Room. This is generally subject to the approval of the tertiary institution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Company Logo co-branded with SAICE on the wall decal inside the SPOT Room.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Banners &amp; displays inside the SPOT Room.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Space for Company marketing material on the bookshelves inside the SPOT Room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Feature article of your sponsorship in our newsletter, sent to 10000 SAICE members.</td>
</tr>
</tbody>
</table>

We confirm that the Administrative Support Assistant will be an employee of SAICE and we will pay their salary.

The funds for the sponsorship will be utilised primarily for:

- Painting / refurbishment of the SPOT Room.
- The design and application of all wall decals and direction signage.
- The procurement of all furniture and fittings.
- The procurement of a desktop computer and printer for use by the Administrative Support Assistant and members of the Student Chapter.
- Supply of all necessary software to be installed onto the computer.
4 OFFICE LAYOUT

SAICE will provide all the co-branded designs, layouts and obtain quotations for refurbishment, branding materials, furniture and equipment as mentioned above. We will require your organisation’s branding policy and logo’s for incorporation into the co-branding proposals, should you accept this proposal.

The proposed designs and layouts will be issued to your organisation’s marketing department for final approval before the go-ahead is given.

This as a great opportunity for SAICE and your organisation to come up with a striking design for the branding / signage and furniture inside and outside of the room.

Typically the office layout will be simple allowing for:

- A desk for the SAICE Admin Support Assistant
- Bookshelves to accommodate the marketing material, applications forms, brochures etc. for both SAICE and your organisation.
- Drawers and a cupboard to accommodate files and documents of a more confidential nature.
- A counter with stools for student members to work, complete application forms or access the internet.

5 CONCLUSIONS

We envisage this opportunity to be lucrative for marketing and brand awareness, and request that your organisation kindly consider this proposal for sponsorship / partnership with SAICE to establish the SPOT Room to the value of R60 000 with the benefits discussed under Section 3.
The period of partnership will be two years, after which a further extension of the partnership will be requested based on a mutual agreement.

For further discussion and clarification, contact Steven Kaplan or Nadeena Le Tang at the SAICE National Office.

<table>
<thead>
<tr>
<th>Steven Kaplan</th>
<th>Nadeena Le Tang</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAICE Chief Operations Officer</td>
<td>SAICE Public Relations Manager</td>
</tr>
<tr>
<td>011 805 5947</td>
<td>011 805 5947</td>
</tr>
<tr>
<td><a href="mailto:steven@saice.org.za">steven@saice.org.za</a></td>
<td><a href="mailto:nadeena@saice.org.za">nadeena@saice.org.za</a></td>
</tr>
</tbody>
</table>
REQUEST FOR SPONSORSHIP: SAICE ROAD-SHOWS - 2018

Date:

1 INTRODUCTION AND BACKGROUND

The South African Institution of Civil Engineering (SAICE) is a learned society and voluntary organisation. SAICE has a 110 year history and is commonly referred to as a central home for South African civil engineering practitioners.

Our membership varies between 10 000 to 12 000 members and includes civil engineers, civil engineering technologists and civil engineering technicians, situated throughout Southern Africa in twenty geographic regions, e.g. Cape Town, Durban and Johannesburg.

The purpose of this document is to request to ............... for sponsorship for the SAICE Young Member’s Panel YMP to run the student SAICE Road-Shows around the country.

2 THE SAICE ROAD-SHOWS 2018

The Vision of the SAICE Road-Show is essentially to:

- create awareness about SAICE.
- point out that ................. is a company of choice.
- encourage students to become members of SAICE.
- inspire more students to join the SAICE Student Chapter in order to be linked to the SAICE branches and to be active participants.
- be involved with the SAICE Young Members to unify the civil engineering professionals.
- inform the students that industrial exposure and academic thinking are different and that students should be aware of such issues to be able to balance their education and career life.

Our Road-Shows guide students to develop their networking skills through SAICE, and to learn to visualize their career path while studying.

The SAICE local branch members take part in the presentations. It is an excellent opportunity to see that there are people who are willing to give back to the community. The programme requires the local branch young members to take part and to use their personal experience as civil engineers to make the Road-Show motivating, interesting and different. The civil engineering lecturers are also invited to attend.

As part of the Road-Show experience, the SAICE YMP performs the Ethicana play to an African rhythm. Members of the active SAICE Student Chapter are encouraged to play a significant role in the performance of the Ethicana play. This play is a humorous but serious message focusing on issues of integrity, anti-corruption and ethics in the industry today.

The young members in the branch use the opportunity to teach the students, life lessons that they will remember for a long time. They equip the students for the future and
encourage them to continue studying and to realise that studying civil engineering theory is very different from the practice of civil engineering in the work-place.

The branch members influence and motivate the students to look after one another in the branch, whilst studying. Being part of the SAICE branch will also prepare them to welcome the upcoming students and to guide them in the right direction.

The ECSA presentation is geared specifically towards the students, to help them understand and navigate their way to achieve ECSA registration as competent engineers / technologists / technicians.

A typical Road-Show programme might look like:

**ROAD-SHOW**

- IF YOU WERE FOR SALE (would I buy you?)
- A DAY IN THE LIFE (of the engineer)
- FAMILY MATTERS (and other professional bodies)
- ECSA (and the high road to professional registration)

**Lunch break**

**ROAD-SHOW (continued)**

- SOWETO (from here to further your education & career)
- LEADERSHIP (and inspiration)
- LIVING PROOF (of an accomplished young registered engineer)

SAICE endeavours to have six Road-Shows around the country and we are also planning to have at least one international event.

The 2018 Road-Show calendar is as planned as follows:

<table>
<thead>
<tr>
<th>Centre</th>
<th>Date</th>
<th>Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pietermaritzburg</td>
<td>March</td>
<td>Durban University of Technology</td>
</tr>
<tr>
<td>Pretoria</td>
<td>May</td>
<td>Tshwane University of Technology</td>
</tr>
<tr>
<td>Johannesburg</td>
<td>TBC</td>
<td>Johannesburg University of Technology</td>
</tr>
<tr>
<td>TBC</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>TBC</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>TBC</td>
<td>TBC</td>
<td></td>
</tr>
</tbody>
</table>
3 COST PER ROAD-SHOW

The total cost per Road-Show will be R 37 000, 00 excluding VAT. The break-down budget for the university Road-Shows in 2018.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>R 6 000</td>
</tr>
<tr>
<td>Catering</td>
<td>R 10 000</td>
</tr>
<tr>
<td>Promotional items</td>
<td>R 7 000</td>
</tr>
<tr>
<td>Travel</td>
<td>R 10 000</td>
</tr>
<tr>
<td>Courier</td>
<td>R 4 000</td>
</tr>
</tbody>
</table>

**Total for each Road-Show**  
R 37 000

Total amount for 5 Road-Shows will be  
R 185,000 excluding VAT

The specific dates will be confirmed with the HOD’s. We anticipate 80-100 from each university.

4 REQUEST FOR SPONSORSHIP

Marketing exposure

Partnering with SAICE as sponsor for the event lends itself to brand extensions and association with the brand of SAICE and further offers benefits shown in the table below. The table summarizes the sponsorship package and highlights the marketing benefits.
SAICE Sponsorship Packages

<table>
<thead>
<tr>
<th>SPONSOR</th>
<th>VALUE</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Sponsor</td>
<td>R185 000</td>
<td>1</td>
<td>Official sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Co-naming rights for the function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>4 guests of your choice at each road show (Travel and accommodation will be for their own expense)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Company logo on all PR and Marketing material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Banners/logo at the venue for each road-show (unlimited)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Logo in the Civil Engineering magazine (printed magazine) and Engage (digital magazine) with the editorial after the event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Promotional items including pamphlets/brochures at entrance to venue for each road-show</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Extensive national media coverage to SAICE network in South Africa.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Mention as the main sponsor with event co-name in media releases before and after the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Mention as the main sponsor with the event co-name in SAICE newsletter articles before and after the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>Logo and link to website on invitation sent out to the special guests and media</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td>Logo and company name present on SAICE website pages in relation to the event</td>
</tr>
</tbody>
</table>

SAICE deliverables on project closure

Upon completion of the event, SAICE undertakes to:

- Submit a closure report to ESOR outlining the event, budget, successes and challenges, and conclusions and recommendations;
- Host a meeting with ................. to discuss perspectives of the event with a view to enhance the relationship between SAICE and .................;
- Where applicable and possible, SAICE undertakes to issue official communication for ................., in the form of a letter, to make relevant claims against CSI and BEE requirements as required.

5 CONCLUSIONS

We envisage this marketing opportunity to be lucrative for marketing and brand awareness, and request that your organisation kindly consider sponsoring the SAICE Road-Shows to the value of R185 000 with the benefits discussed under Section 3.
For further discussion and clarification, contact Steven Kaplan or Fridah Mahlangu at the SAICE National Office.

Steven Kaplan
SAICE Chief Operating Officer
011 805 5947
steven@saice.org.za

Fridah Mahlangu
SAICE Career Guidance Assistant
011 805 5947
fridah@saice.org.za
REQUEST FOR SPONSORSHIP: SAICE ‘CIVIL TALK’

TOPIC - SOUTH AFRICA’S PREPAREDNESS FOR A SERIOUS DROUGHT

Date:

1 INTRODUCTION AND BACKGROUND

The South African Institution of Civil Engineering (SAICE) is a learned society and voluntary organisation. SAICE has a 110 year history and is commonly referred to as a central home for South African civil engineering practitioners.

Our membership varies between 10 000 to 12 000 members and includes civil engineers, civil engineering technologists and civil engineering technicians, situated throughout Southern Africa in twenty geographic regions, e.g. Cape Town, Durban and Johannesburg.

SAICE has created a platform in which professional talks are held on controversial topics which influence our country and industry. The Civil Talk’s, as it has been labelled - is held quarterly throughout the year. All SAICE members are invited to join the talk, which is run by a panel of Engineering professionals, those propitiously educated in their fields and government individuals who provide insight and in-depth knowledge on the related topics.

The purpose of this document is to request sponsorship for the SAICE Civil Talk to be held on the ……………… 2018.

2 CIVIL TALK

1) Event details:

   a. Date of Event ……………… 2018
   b. Time 16h00 – 20h00
   c. Venue SAICE House, Midrand
   d. Dress Business Formal

2) Topic of the Civil Talk - SA’s preparedness for a serious drought

The following questions will be raised and debated by the panel:

- Are we as a country ready and prepared to face a major drought?
- Do we have the best early warning mechanisms in place to alert us to the possibility of a drought?
- What drought management procedures do we have in place, not only for our big systems, but also for the smaller systems, small dams and groundwater systems?
- Are all the institutions in the water supply chain geared to implement the management measures (like water restrictions) effectively? (It does not help for
DWA to announce water restrictions and the municipalities do not know how to implement it effectively.)

- Are the DWA (and wider) disaster management structures ready and prepared for a serious drought.

We will have a panel of industry experts speaking on the topic. We will have a facilitator present – who will do the questioning against the panel on the reasons and motivations behind their arguments. The floor will then be opened to the guests for a question and answer session.

3) Size of the Event

We anticipate 80-100 guests from our general membership, engineering clients, company and individual participants, SAICE Office Bearers (President, President Elect and Vice Presidents), SADC country engineering representatives, engineering media and government role players.

3 REQUEST FOR SPONSORSHIP

1) Marketing exposure

Partnering with SAICE as sponsor for the event lends itself to brand extensions and association with the brand of SAICE and further offers benefits shown in the table below summarizes the sponsorship packages and highlights the marketing benefits associated with the levels of sponsorship values.

Table: SAICE Sponsorship Packages

<table>
<thead>
<tr>
<th>SPONSOR CATEGORY</th>
<th>VALUE (R)</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Sponsor</td>
<td>R30 000</td>
<td>1</td>
<td>Main sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on all correspondence pertaining to the event (website, newsletter, bulk mails to members and invitations)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>5 guests of your choice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Banners &amp; display table at the venue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Presentation at the function (5 minutes), either by video or PowerPoint</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Logo and mention within the post event article placed in the Engage Digital Digest (limited to one issue)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Logo and mention within the post event article placed in the Civil Engineering magazine (limited to one issue)</td>
</tr>
</tbody>
</table>

2) SAICE deliverables on project closure

Upon completion of the event, SAICE undertakes to:

- Submit a closure report to all sponsoring organisations outlining the event, budget, successes and challenges, and conclusions and recommendations;
• Host a meeting with all sponsoring organisations to discuss perspectives of the event with a view to enhance the relationship between SAICE and the sponsoring organisations;

• Where applicable and possible, SAICE undertakes to issue official communication for sponsoring organisations, in the form of a letter, for the sponsoring organisations to make relevant claims against CSI and BEE requirements as required.

4.0 CONCLUSIONS

We envisage this marketing opportunity to be lucrative for marketing and brand awareness, and request that your organisation kindly consider sponsoring the SAICE Civil Talk 2018 to the value of R30 000 with the benefits discussed under Section 3.

For further discussion and clarification, contact Nadeena le Tang or Steven Kaplan at the SAICE National Office.

Nadeena le Tang
SAICE Public Relations Manager
011 805 5947
nadeena@saice.org.za

Steven Kaplan
SAICE COO
011 805 5947
steven@saice.org.za
REQUEST FOR FUNDING: SAICE ANNUAL AWARDS FUNCTION 2018

Date:

1 INTRODUCTION AND BACKGROUND

The South African Institution of Civil Engineering (SAICE) is a 110-year old voluntary association with approximately 10 000 civil engineering practitioners as members. As a learned society SAICE represents the profession of civil engineering. The Institution provides technical leadership in support and enhancement of poverty alleviation, sustainable development, and the development and maintenance of infrastructure. Its specialist divisions include water engineering, transportation engineering, railway and harbour engineering, geotechnical engineering, structural engineering, environmental engineering, information technology, and project management. SAICE has a worldwide liaison network, and links with many international bodies such as, amongst others, the American Society of Engineers (ASCE), the World Federation of Engineering Organisations (WFEO), the Institution of Engineers (ICE) in the United Kingdom, UNESCO (the United Nations Educational, Scientific and Cultural Organisation) the Commonwealth Engineers’ Council (CEC), the World Council of Civil Engineers (WCCE) and the International Federation of Consulting Engineers (FIDIC). The Africa Engineers Forum established in 1995 through SAICE’s interaction with African countries, has been incorporated into the newly established FAEO (the Federation of African Engineering Organisations). FAEO’s first elected president is Dr Martin van Veelen, who was the SAICE president of 2012. SAICE hosts it’s awards function annually to honour individuals, projects of excellence, as well as community oriented initiatives.

2 SCOPE OF THE SAICE AWARDS FUNCTION

The SAICE Awards function is a high profile event that takes the form of a gala dinner. The event will be well attended by approximately 500 civil engineering professionals, industry leaders, sister organisations, government officials, project leaders, practitioners, engineering media and outsiders from across South Africa and the world.

Event details:

a. Date of Event .....th October 2018
b. Time 18h00 for 18h30
c. Venue

d. Dress Black Tie/ Traditional

The media exposure via our Civil Engineering magazine will provide substantial reach to SAICE membership and our website and email advertisements will attract the audience that our magazine does note reach.
3 REQUEST FOR SPONSORSHIP

Marketing Exposure

Partnering with SAICE as sponsor for the event lends itself to brand extensions and other benefits like publicity and networking. SAICE offers the following brand exposure for the partnership:

- Unlimited banner opportunities at the awards function
- SAICE website exposure and logo link attached to all communication to SAICE members and general public about the awards function.
- Specific mention in SAICE news articles
- Articles in the SAICE magazine reporting on the event, mentioning the sponsor. This magazine goes to all members, i.e. some 10 000 local and internationally based SAICE members. With the magazine’s readership reaching civil engineers at all tiers of government, parastatals, consultants and other infrastructure sectors, this is an opportunity to influence opinion formers, thought leaders and decision makers at all levels.
- Opportunities to address the attendees at the awards event in the form of a visual and a spoken presentation.
- Naming rights in a co-branding/naming format.
- Attendance of 10 guests from ……………… to the event

Sponsorship Options

<table>
<thead>
<tr>
<th>EVENT &amp; CATEGORY</th>
<th>VALUE (Rands excl VAT)</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAICE ANNUAL AWARDS 2018 – MAIN SPONSOR</td>
<td>R190 800</td>
<td>1</td>
<td>Official sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Presentation at the function (10 mins)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>10 guests of your choice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Company logo on programme – dominant position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Banners/logo at the venue (unlimited)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Exhibition table in foyer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Logo in the Civil Engineering magazine with the editorial after the event as well as company name on the front cover associated with the annual awards</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Logo in the Engage magazine with the adverts before the event and editorial after the event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Dominant logo on Sponsor’s Board - animated presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Extensive national &amp; international media coverage to SAICE network in South Africa and SADC Countries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
</tr>
<tr>
<td>EVENT &amp; CATEGORY</td>
<td>VALUE (Rands excl VAT)</td>
<td>No.</td>
<td>BENEFITS</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------</td>
<td>-----</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>Mention as the main sponsor in media releases before and after the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td>Mention as the main sponsor in SAICE newsletter articles before and after the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
<td>Logo and link to website on invitation sent out to the SAICE network (12000 members, special guests and media)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>Logo and company name present on SAICE website awards pages in relation to the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>Data base building opportunities with survey linked to invitations that will be sent out to all SAICE members, special guests and media</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPONSOR CATEGORY</th>
<th>VALUE (R) ex VAT</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Excellence Award</td>
<td>R 26 500</td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Link on SAICE website in relation to the award for the duration of the sponsorship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Promotional stand in the foyer at the function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Exposure on SAICE’s Social Media Networks i.e. Facebook, Twitter and LinkedIn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Mention in the press releases around the SAICE Awards event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Two tickets for guests from your company to the Awards event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Mention in a SAICE newsletter and Engage magazine leading up to the event as well as an in the articles after the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Company logo in awards booklet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Company logo and name present on all communication regarding the award as well as web pages with a link to the your website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Logo and company name present on SAICE website in relation to the award sponsored</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>Mention in the SAICE Civil Engineering Magazine in editorial regarding the awards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT &amp; CATEGORY</th>
<th>VALUE (R) ex VAT</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community-Based Award</td>
<td>R 26 500</td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Link on SAICE website in relation to the award for the duration of the sponsorship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Promotional stand in the foyer at the function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Exposure on SAICE's Social Media Networks i.e. Facebook, Twitter and LinkedIn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Mention in the press releases around the SAICE Awards event</td>
</tr>
</tbody>
</table>
### Project Management and Construction Award

<table>
<thead>
<tr>
<th>EVENT &amp; CATEGORY</th>
<th>VALUE (Rands excl VAT)</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R 26 500</td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Link on SAICE website in relation to the award for the duration of the sponsorship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Promotional stand in the foyer at the function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Exposure on SAICE’s Social Media Networks i.e. Facebook, Twitter and LinkedIn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Mention in the press releases around the SAICE Awards event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Two tickets for guests from your company to the Awards event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Mention in a SAICE newsletter and Engage magazine leading up to the event as well as an in the articles after the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Company logo in awards booklet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Company logo and name present on all communication regarding the award as well as web pages with a link to the your website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Logo and company name present on SAICE website in relation to the award sponsored</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>Mention in the SAICE Civil Engineering Magazine in editorial regarding the awards</td>
</tr>
</tbody>
</table>

### Structural Engineering Award

<table>
<thead>
<tr>
<th>EVENT &amp; CATEGORY</th>
<th>VALUE (Rands excl VAT)</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R 26 500</td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Link on SAICE website in relation to the award for the duration of the sponsorship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Promotional stand in the foyer at the function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Exposure on SAICE’s Social Media Networks i.e. Facebook, Twitter and LinkedIn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Mention in the press releases around the SAICE Awards event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Two tickets for guests from your company to the Awards event</td>
</tr>
<tr>
<td>EVENT &amp; CATEGORY</td>
<td>VALUE (Rands excl VAT)</td>
<td>No.</td>
<td>BENEFITS</td>
</tr>
<tr>
<td>------------------</td>
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<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Transportation Engineering Award</strong></td>
<td><strong>R 26 500</strong></td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on Sponsor's Board - animated presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Link on SAICE website in relation to the award for the duration of the sponsorship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Promotional stand in the foyer at the function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Exposure on SAICE's Social Media Networks i.e. Facebook, Twitter and LinkedIn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Mention in the press releases around the SAICE Awards event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Two tickets for guests from your company to the Awards event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Mention in a SAICE newsletter and Engage magazine leading up to the event as well as in the articles after the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Company logo in awards booklet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Company logo and name present on all communication regarding the award as well as web pages with a link to the your website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Logo and company name present on SAICE website in relation to the award sponsored</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>Mention in the SAICE Civil Engineering Magazine in editorial regarding the awards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT &amp; CATEGORY</th>
<th>VALUE (Rands excl VAT)</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Engineering Award</strong></td>
<td><strong>R 26 500</strong></td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on Sponsor's Board - animated presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
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<tr>
<td>Engineer of the Year</td>
<td><strong>R 26 500</strong></td>
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<tr>
<td><strong>Young Technician/Technologist of the Year</strong></td>
<td><strong>R 26 500</strong></td>
<td>1</td>
<td>Company logo on programme</td>
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<tr>
<td><strong>Technician/Technologist of the Year</strong></td>
<td><strong>R 26 500</strong></td>
<td>1</td>
<td>Company logo on programme</td>
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<td></td>
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</tr>
<tr>
<td>Project Manager of the Year</td>
<td>R 26 500</td>
<td>1</td>
<td>Company logo on programme</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Student Chapter of the Year</td>
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<td>Company logo on programme</td>
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<tr>
<td>Welcome Drinks</td>
<td>R21 200</td>
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<td></td>
<td></td>
<td>1</td>
<td>Company logo on programme</td>
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<td>2</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
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<td>3</td>
<td>Link on SAICE website for 6 weeks (4 weeks before the event and 2 week post event)</td>
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<td>4</td>
<td>Promotional Stand in foyer at the function</td>
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<td>Exposure on SAICE’s social media networks (Facebook, Twitter &amp; LinkedIn)</td>
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<td>Mention in the SAICE Civil Engineering Magazine + SAICE Website + Engage Magazine and press releases around the SAICE Awards event</td>
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<td>Company logo and write up in the awards booklet</td>
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<td>8</td>
<td>Newsletter articles mentioning the sponsor with company logo (2 before the event and 1 after the event)</td>
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<td>9</td>
<td>Two tickets to the Awards evening</td>
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<td></td>
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<td>10</td>
<td>Company logo tags (‘sponsored by’) on Welcome drink glasses</td>
</tr>
<tr>
<td>Thank You Gifts</td>
<td>R17 000</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1</td>
<td>Company logo on programme</td>
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<td></td>
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<td>2</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
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<td>3</td>
<td>Link on SAICE website for 2 weeks (1 week before the event and 1 week post event)</td>
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<td></td>
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<td>4</td>
<td>2 Banners, business cards and marketing material at the event may be displayed in the foyer</td>
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<td></td>
<td></td>
<td>5</td>
<td>Exposure on SAICE’s social media networks (Facebook, Twitter &amp; LinkedIn)</td>
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<td>10</td>
<td>Company logo tags (‘sponsored by’) on Thank You Gifts</td>
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<tr>
<th>SPONSOR CATEGORY</th>
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<th>BENEFITS</th>
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<tbody>
<tr>
<td>Photo Competition</td>
<td>R17 000</td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
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<td></td>
<td></td>
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<tbody>
<tr>
<td>Wine Sponsor</td>
<td>R16 000</td>
<td>1</td>
<td>Company logo on programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
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<td></td>
<td>8</td>
<td>Newsletter articles mentioning the sponsor with logos (1 before and 1 after the event)</td>
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<td></td>
<td></td>
<td>9</td>
<td>Two tickets to the Awards evening</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Company logo (with ‘sponsored by’) on wine bottle tags</td>
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</tbody>
</table>
Project Closure

Upon completion of the event, SAICE undertakes to:

• Submit a closure report to the sponsor outlining the event, budget, success and challenges, and conclusions and recommendations
• Host a meeting to discuss the sponsor’s perspective of the event
• Send the sponsor a formal picture of the winner, together with a SAICE office bearer and a sponsor representative

4 SPONSORSHIP PROCEDURES

Booking Policies

• Sponsorship Confirmation – confirmation of sponsorship will be sent out once we have received full payment.
• Upon acceptance and approval of the sponsorship request the sponsorship will be confirmed in writing by SAICE national head office

Confirmation

• Upon approval of the application, written confirmation of sponsorship level, benefits, invoice for payment and all necessary information will be provided by SAICE national head office

5 CONCLUSIONS

Kindly consider sponsoring being a sponsor of the SAICE Annual Awards 2018 function.

For further discussion and clarification, contact Lorraine Mpofana at the SAICE National Office.

Lorraine Mpofana
SAICE Media & Events
011 805 5947
lorraine@saice.org.za

Steven Kaplan
SAICE COO
011 805 5947
steven@saice.org.za
REQUEST FOR FUNDING: SAICE NATIONAL RESEARCH AND INVESTIGATIVE PROJECT (IP) PRESENTATION - 2018

Date:

1 INTRODUCTION AND BACKGROUND

The South African Institution of Civil Engineering (SAICE) is a learned society and voluntary organisation. SAICE has a 113 year history and is commonly referred to as a central home for South African civil engineering practitioners.

Our membership varies between 10 000 to 12 000 members and includes civil engineers, civil engineering technologists and civil engineering technicians, situated throughout Southern Africa in twenty geographic regions, e.g. Cape Town, Durban and Johannesburg.

The purpose of this document is to request sponsorship for the National Research and Investigative Project (IP) Presentation.

The civil engineering university research and investigation project is part of the national curriculum for final year civil engineering undergraduate students. Students are paired in teams of two and are required to select an issue, which is current in the industry. They do so by conducting research in accordance with pre-set deliverables over a fixed period, leading up to the final year examinations. Once all the research and investigations on the specific issue are complete, the student teams then present their findings to a panel of judges, which comprises of both selected industry leaders and non-engineers. The presentations are then adjudicated based on a set of agreed criteria.

2 EVENT

SAICE National Office has joined forces with the six leading universities across the country to invite the winning teams from these six regions to compete on a national level.

The following universities will be participating:
1) University of the Witwatersrand
2) University of Pretoria
3) University of Cape Town
4) University of Kwa-Zulu Natal
5) Stellenbosch University
6) University of Johannesburg

3 OBJECTIVES

The main objective of this event is to create a platform for the winners to compete on a national level. The teams will be adjudicated through:
1. Identifying if teams have gained an in-depth understanding of their research project;
2. Determining if teams showcase adequate communication skills by presenting their work to a diverse audience;
3. Exposing these top students to the industry and to key players within the industry.

4 CRITERIA OF PRESENTATIONS

The presentations will be done in 2 parts:

Part 1 – Selected medium of presentation: Audio Visual OR Visual

For this section students may choose any of the following to demonstrate their project:
1) A 10 to 13 minute Powerpoint presentation on a rolling screen OR
2) A 5 minute video presentation followed by narration
Part 2 – Presentation

1) The presentation will need to be articulated in front of a panel of judges and a public audience. The judges will comprise of three civil engineers who are leaders and champions in industry, and any two non-engineers, who are professionals in other working spheres (politicians, marketers, accountants, doctors, teachers, etc.).

5 PRIZES FOR THE WINNING TEAMS

1) First prize - Cash prize
2) Second prize – Cash prize
3) Third prize – Cash prize

6 EVENT DETAILS

Date of Event: End of November / beginning of December 2018
Date is dependent on when all the students finish writing exams – exact date to be advised closer to the time

Time: TBA

Venue: TBA

Dress: Business

7 REQUEST FOR SPONSORSHIP

Partnering with SAICE as sponsor for the event lends itself to brand extensions and other benefits like publicity and networking. SAICE offers the following brand exposure for the partnership with regards to each event tabled in table 3.1 – Sponsorship Benefit Packages

<table>
<thead>
<tr>
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<th>BENEFITS</th>
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<tbody>
<tr>
<td>Winning prizes sponsor</td>
<td>R36 000</td>
<td>1</td>
<td>Official sponsor status</td>
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<tr>
<td></td>
<td></td>
<td>2</td>
<td>4 guests of your choice</td>
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<td></td>
<td></td>
<td>3</td>
<td>Logo on holding screens at function</td>
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<tr>
<td></td>
<td></td>
<td>4</td>
<td>Company logo on all PR and Marketing material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Banners/logo at the venue (unlimited)</td>
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<tr>
<td></td>
<td></td>
<td>6</td>
<td>Write up with company mention in Engage (digital magazine) with the editorial before and after the event.</td>
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<td></td>
<td></td>
<td>7</td>
<td>Promotional items including pamphlets/brochures at entrance to venue auditorium</td>
</tr>
<tr>
<td></td>
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<td>8</td>
<td>Extensive national media coverage to SAICE network in South Africa.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
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<tr>
<td></td>
<td></td>
<td>10</td>
<td>Logo and link to website on invitation sent out to the membership, special guests and media</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Logo and company name present on SAICE website pages in relation to the event</td>
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<td></td>
<td>12</td>
<td>Two free placements of adverts in the Engage Digital Publication, valued at R5000 each.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td>Company name and logo on cheques handed out to winner – A1 size</td>
</tr>
<tr>
<td>EVENT &amp; CATEGORY</td>
<td>VALUE (R)</td>
<td>No.</td>
<td>BENEFITS</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Travel for finalists</strong></td>
<td><strong>R22 500</strong></td>
<td>1</td>
<td>Official sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>2 guests of your choice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Logo on holding screens at function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Company logo on all PR and Marketing material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Banners/logo at the venue (unlimited)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Write up with company mention in Engage (digital magazine) with the editorial before and after the event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Promotional items including pamphlets/brochures at entrance to venue auditorium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Extensive national media coverage to SAICE network in South Africa.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Logo and link to website on invitation sent out to the membership, special guests and media</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Logo and company name present on SAICE website pages in relation to the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>One free placement of advert in the Engage Digital Publication, valued at R5000 each.</td>
</tr>
<tr>
<td><strong>Accommodation sponsor</strong></td>
<td><strong>R18 000</strong></td>
<td>1</td>
<td>Official sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>2 guests of your choice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Logo on holding screens at function</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Company logo on all PR and Marketing material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Banners/logo at the venue (unlimited)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Write up with company mention in Engage (digital magazine) with the editorial before and after the event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>Promotional items including pamphlets/brochures at entrance to venue auditorium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Extensive national media coverage to SAICE network in South Africa.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Logo and link to website on invitation sent out to the membership, special guests and media</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>Logo and company name present on SAICE website pages in relation to the event</td>
</tr>
<tr>
<td><strong>Venue and catering Sponsor</strong></td>
<td><strong>R54 000</strong></td>
<td>1</td>
<td>Official sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>6 guests of your choice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Logo on holding screens at function</td>
</tr>
</tbody>
</table>
## 8 CONCLUSION

Kindly consider sponsoring the SAICE National Research and Investigative Project (IP) Presentation Competition, with the benefits discussed under Section 2.

For further discussion and clarification, contact:

**Nadeena le’Tang**
SAICE Public Relations Officer
011 805 5947 / 071 008 2052 / nadeena@saice.org.za
REQUEST FOR FUNDING: SAICE PRESIDENTIAL INAUGURATION 2018

VENUE TO BE CONFIRMED

Date:

1 INTRODUCTION AND BACKGROUND

The South African Institution of Civil Engineering (SAICE) is a learned society and voluntary organization. SAICE has a 110 year history and is commonly referred to as a central home for South African civil engineering practitioners.

Our membership varies between 8 000 and 12 000 members and includes civil engineers, civil engineering technologists and civil engineering technicians, distributed throughout South Africa in 20 geographic regions.

SAICE is inaugurating its 2019 President, Eddie Chinnappen, in November 2018.

The purpose of this document is to request sponsorship for the SAICE Presidential Inauguration 2018.

Event Details

a. Date of Event ?? November 2018

b. Time 18h00 – 21h00

c. Venue Venue to be confirmed

d. Dress Black Tie/ Traditional/ Elegant

We anticipate 400 guests from our general membership, engineering clients, company and individual participants, SAICE Office Bearers (President, President Elect and Vice Presidents), SADC country-engineering representatives and engineering media.

2 REQUEST FOR SPONSORSHIP

Marketing exposure

Partnering with SAICE as a sponsor for the event lends itself to brand extensions and association with the brand of SAICE. Sponsors will receive marketing exposure and advertising opportunities as shown below:

<table>
<thead>
<tr>
<th>SPONSOR CATEGORY</th>
<th>VALUE (R) Excluding VAT</th>
<th>No.</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Sponsor</td>
<td>R 150 000</td>
<td>1</td>
<td>Official sponsor status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Co-naming rights for the function and company logo on the programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Presentation at the function (10 mins)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>10 guests of your choice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Banners/logo at the venue (unlimited) plus promotional items including pamphlets/brochures at entrance to venue auditorium</td>
</tr>
<tr>
<td></td>
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<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Co-sponsor status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Exhibition stand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5 guests of your choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Banners/logo at the venue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Logo &amp; link from the SAICE website for 3 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Company logo on programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Promotional items on marketing stand at entrance of venue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Half page advert in SAICE magazine for the month immediately after the event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Advertorial opportunities in the Civil Engineering magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Marketing opportunities across all social media platforms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gold Sponsor**  
**R80 000**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>Exhibition Stand</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Write-up, logo and link from the SAICE website for 6 months –</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Logo in the Civil Engineering magazine with the media release after the event</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dominant logo on Sponsor's Board - animated presentation</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Extensive national &amp; international media coverage to SAICE network in South Africa and SADC Countries</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Advertorial opportunities in the Civil Engineering Magazine</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Unlimited marketing opportunities across all social media platforms</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Company name &amp; logo associated with event on the ‘Presidential Inauguration events page’ on the website for 12 months</td>
<td></td>
</tr>
</tbody>
</table>

**Silver Sponsor**  
**R60 000**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Wine sponsor status</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Exhibition stand</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2 guests of your choice</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Banners/logo at the venue</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Logo &amp; link from the SAICE website for 3 months</td>
<td></td>
</tr>
</tbody>
</table>

**Flowers Sponsor**  
**R20 000**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>4 guests of your choice</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Banners/logo at the venue</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Company logo on programme</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Promotional items on marketing stand at entrance of venue</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Logo on Sponsor’s Board - animated presentation</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Advertorial opportunities in the Civil Engineering magazine</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Marketing opportunities across all social media platforms</td>
<td></td>
</tr>
<tr>
<td>Thank You Gift Sponsor</td>
<td>R10 000</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>1 Thank you gift sponsor status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Exhibition stand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 4 guests of your choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Banners/logo at the venue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Logo &amp; link from the SAICE website for 2 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Company logo on programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Promotional items on marketing stand at entrance of venue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Logo on Sponsor's Board - animated presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Advertorial opportunities in the Civil Engineering magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Marketing opportunities across all social media platforms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Red Wine Sponsor</th>
<th>R10 000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Thank you gift sponsor status</td>
<td></td>
</tr>
<tr>
<td>2 Exhibition stand</td>
<td></td>
</tr>
<tr>
<td>3 4 guests of your choice</td>
<td></td>
</tr>
<tr>
<td>4 Banners/logo at the venue</td>
<td></td>
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<tr>
<td>5 Logo &amp; link from the SAICE website for 2 months</td>
<td></td>
</tr>
<tr>
<td>6 Company logo on programme</td>
<td></td>
</tr>
<tr>
<td>7 Promotional items on marketing stand at entrance of venue</td>
<td></td>
</tr>
<tr>
<td>8 Logo on Sponsor's Board - animated presentation</td>
<td></td>
</tr>
<tr>
<td>10 Advertorial opportunities in the Civil Engineering magazine</td>
<td></td>
</tr>
<tr>
<td>11 Marketing opportunities across all social media platforms</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>White Wine Sponsor</th>
<th>R10 000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Thank you gift sponsor status</td>
<td></td>
</tr>
<tr>
<td>2 Exhibition stand</td>
<td></td>
</tr>
<tr>
<td>3 4 guests of your choice</td>
<td></td>
</tr>
<tr>
<td>4 Banners/logo at the venue</td>
<td></td>
</tr>
<tr>
<td>5 Logo &amp; link from the SAICE website for 2 months</td>
<td></td>
</tr>
<tr>
<td>6 Company logo on programme</td>
<td></td>
</tr>
<tr>
<td>7 Promotional items on marketing stand at entrance of venue</td>
<td></td>
</tr>
<tr>
<td>8 Logo on Sponsor's Board - animated presentation</td>
<td></td>
</tr>
<tr>
<td>10 Advertorial opportunities in the Civil Engineering magazine</td>
<td></td>
</tr>
<tr>
<td>11 Marketing opportunities across all social media platforms</td>
<td></td>
</tr>
</tbody>
</table>
3 CONCLUSIONS

We envisage this marketing opportunity to be lucrative for marketing and brand awareness, and request that organizations kindly consider sponsoring the SAICE Presidential Inauguration 2019 with the benefits discussed under Section 3.

For further discussion and clarification, contact Lorraine Mpofana at the SAICE National Office.

Lorraine Mpofana  
SAICE Media & Events  
011 805 5947  
lorraine@saice.org.za

Steven Kaplan  
SAICE COO  
011 805 5947  
steven@saice.org.za
REQUEST FOR FUNDING: SAICE GOLF DAY 2018

Venue:

Date:

1 INTRODUCTION AND BACKGROUND

The South African Institution of Civil Engineering (SAICE) is a learned society and voluntary organisation. SAICE has a 110 year history and is commonly referred to as a central home for South African civil engineering practitioners.

Our membership varies between 11 000 and 13 000 members and includes civil engineers, civil engineering technologists and civil engineering technicians, distributed throughout South Africa in 20 geographic regions.

The purpose of this document is to request sponsorship for the **SAICE Golf Day 2018**.

2 EVENT DETAILS

   a. Date of Event 6 April 2018
   b. Time 09h00
   c. Venue Firethorn Course, Randpark Club, Setperk Road, Randburg,

This is a **charity event** and with your sponsorship we will be able to have this golf day, the proceeds of which will be used to improve the quality of life for local disadvantaged communities through the upgrading or provision of improved water and sanitation facilities as well as providing them with a library.

We have booked two courses; the Firethorn Course, 18 holes for 144 players. We anticipate 144 players from our general membership, engineering clients, company and individual players, SAICE Office Bearers (President, President Elect and Vice Presidents), partners, voluntary associations and the general public.

3 REQUEST FOR SPONSORSHIP

Marketing exposure

Partnering with SAICE as a sponsor for the event lends itself to brand extensions and association with the brand of SAICE. Sponsors will receive marketing exposure and advertising opportunities as shown below:

<table>
<thead>
<tr>
<th>Amount (excluding VAT)</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOLF SHIRT SPONSORSHIP</strong></td>
<td></td>
</tr>
</tbody>
</table>
| R80 000 | Sponsor logo embroidered on left sleeve of Golf Shirts *Items will be sourced by SAICE
SAICE logo embroidered on the front left hand side
1 standard hole for marketing purposes
1 Four Ball
Conduct promotional activity (e.g. hand out corporate promotional material or branded gifts)
Logo and write up in the Civil Engineering magazine (printed magazine) post event – one article and Engage (digital magazine) with the
<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Sponsorship Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGISTRATION AREA SPONSORSHIP</strong></td>
<td>R48 000</td>
</tr>
<tr>
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<tr>
<td><strong>HALFWAY HOUSE SPONSORSHIP</strong></td>
<td>R36 000</td>
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</tr>
<tr>
<td><strong>CAP SPONSORSHIP – TAKEN</strong></td>
<td>R18 000</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorship Type</td>
<td>Cost</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Logo and write up in the Civil Engineering magazine (printed magazine) post event – one article and Engage (digital magazine) with the advertorial 2 months before the event and a report after the event.</td>
<td>Company logo on all PR and marketing material and golf registration website</td>
</tr>
<tr>
<td><strong>GOLF CART AND CADDY SPONSORSHIP</strong></td>
<td></td>
</tr>
<tr>
<td>R720</td>
<td>1 golf cart – branding to be confirmed – magnetic decals</td>
</tr>
<tr>
<td>R34 000</td>
<td>50 golf carts for usage by players at a discounted rate - branding to be confirmed – magnetic decals</td>
</tr>
<tr>
<td>Company logo on all PR and marketing material and golf registration website</td>
<td></td>
</tr>
<tr>
<td><strong>WATER SPONSORSHIP - TAKEN</strong></td>
<td></td>
</tr>
<tr>
<td>R5 000</td>
<td>Each player will receive bottled water upon registration. Each bottle will have a tag with the sponsors logo</td>
</tr>
<tr>
<td>Company logo on all PR and marketing material and golf registration website</td>
<td></td>
</tr>
<tr>
<td><strong>YOUTH TEAM SPONSORSHIP - TAKEN</strong></td>
<td></td>
</tr>
<tr>
<td>R12 000</td>
<td>1 Four ball – youth members will wear a golf T shirt and cap branded with your company’s logo (*Items will be sourced by SAICE)</td>
</tr>
<tr>
<td>(*Items will be sourced by SAICE)</td>
<td></td>
</tr>
<tr>
<td>Company logo on all PR and marketing material and golf registration website</td>
<td></td>
</tr>
<tr>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
<td></td>
</tr>
<tr>
<td><strong>GOLFER'S GIFT PACK SPONSORSHIP</strong></td>
<td></td>
</tr>
<tr>
<td>R48 000</td>
<td>Each player to receive a gift set on registration * Items will be sourced by SAICE</td>
</tr>
<tr>
<td>Sponsors logo to be displayed on gift set and Golf Registration website</td>
<td></td>
</tr>
<tr>
<td>Logo and write up in the Civil Engineering magazine (printed magazine) post event – one article and Engage (digital magazine) with the advertorial 2 months before the event and a report after the event.</td>
<td></td>
</tr>
<tr>
<td>Company logo on all PR and marketing material and golf registration website</td>
<td></td>
</tr>
<tr>
<td>One free placement of advert in the Engage Digital Publication, valued at R5000 sent to 13000 members.</td>
<td></td>
</tr>
<tr>
<td>Extensive national media coverage to SAICE network in South Africa.</td>
<td></td>
</tr>
<tr>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
<td></td>
</tr>
<tr>
<td><strong>PRIZE GIVING DINNER</strong></td>
<td></td>
</tr>
<tr>
<td>R60 000</td>
<td>Co-naming rights for the function</td>
</tr>
<tr>
<td>4 guests of your choice</td>
<td></td>
</tr>
<tr>
<td>Banners/logo at the venue (unlimited)</td>
<td></td>
</tr>
<tr>
<td>PRIZES</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>R48 000</strong></td>
<td></td>
</tr>
<tr>
<td>4 guests of your choice</td>
<td></td>
</tr>
<tr>
<td>Banners/logo at the venue (unlimited)</td>
<td></td>
</tr>
<tr>
<td>Logo and write up in the Civil Engineering magazine (printed magazine) post event – one article and Engage (digital magazine) with the advertorial 2 months before the event and a report after the event.</td>
<td></td>
</tr>
<tr>
<td>Promotional items including pamphlets/brochures at entrance to venue auditorium</td>
<td></td>
</tr>
<tr>
<td>Unlimited exposure on SAICE’s social media networks (Facebook, Twitter and LinkedIn)</td>
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<tr>
<td>Logo and write up in the Civil Engineering magazine (printed magazine) post event – one article and Engage (digital magazine) with the advertorial 2 months before the event and a report after the event.</td>
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</tr>
<tr>
<td>One free placement of an advert in the Engage Digital Publication, valued at R5 000 sent to 13000 members.</td>
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</tr>
<tr>
<td>One free placement of an advert in the SAICE newsletter, valued at R4980 distributed to over 13000 members</td>
<td></td>
</tr>
</tbody>
</table>

* Items will be sourced by SAICE

### PREMIUM HOLE SPONSORSHIP

**R6 000**

- Exclusive branding of the Premium Holes
- Conduct promotional activity (e.g. hand out corporate promotional material or branded gifts)
- Serve refreshments at selected hole at own cost. Refreshments from Club House only. Price List available on request.
- Logo and write up in the Civil Engineering magazine (printed magazine) post event – one article and Engage (digital magazine) with the advertorial 2 months before the event and a report after the event.

### STANDARD HOLE SPONSORSHIP

**R4 000**

- Exclusive branding of hole
- Conduct promotional activity (e.g. hand out corporate promotional material or branded gifts)
- No refreshments to be served at these holes
4 CONCLUSIONS

We envisage this marketing opportunity to be lucrative for marketing and brand awareness, and request that organisations kindly consider sponsoring the SAICE Golf Day 2018 with the benefits discussed under Section 3. For further discussion and clarification, contact Nadeena Le'Tang on (011) 805- 5947 or at nadeena@saice.org.za.

Thank you for your consideration.
18. Event Planning & Management

SAICE Presidential Inauguration - included
SAICE National Awards - included
SAICE Presidential Branch and Division Visits – to follow
SAICE Civil Talk – to follow
SAICE Golf Day – to follow
SAICE National Research and Investigative Project Presentation – to follow
SAICE National Bridge Building Competition – to follow
SAICE National Water Competition – to follow

This section is still in development
GUIDELINES FOR EVENT PLANNING AND MANAGEMENT

1.0 PURPOSE OF GUIDELINES

The purpose of these planning and management guidelines are intended to assist persons involved in the planning and implementation of SAICE’s most prestigious events.

The following templates serve as a guide to identify the typical tasks that need to be considered when organising an event.

The task schedule is divided into the following headings:

- project element / item:
- due date:
- progress:
- responsible person:
- suppliers:
- comments / details:

At this stage we have attached the Planning and Management Schedules for:

SAICE Presidential Inauguration
SAICE National Awards
# Presidential Inauguration - Project Plan

## Speech & Presentation

<table>
<thead>
<tr>
<th>Project Element/Item</th>
<th>Due Date</th>
<th>Progress</th>
<th>Responsible</th>
<th>Suppliers</th>
<th>Details</th>
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<tbody>
<tr>
<td>1. President - meet and get some ideas</td>
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<td>2. Presidential speech</td>
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<td>3. Presidential speech - creative design</td>
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<td>3. Video - write creative brief for suppliers</td>
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<td>4. Video - approach possible suppliers</td>
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<td>5. Video - quotes</td>
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<td>6. Video - select suppliers</td>
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<td>7. Video - creative concept (supplier)</td>
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<td>8. Video - set up interviews</td>
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<td>9. Video - present video for editing</td>
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<td>10. Video - edit</td>
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<td>11. Video - approval of final edit</td>
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## Budget

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## Marketing

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<td>4. Newsletter</td>
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<td>5. Magazine</td>
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## Other

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<td>5. Past President medallion</td>
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<td>6. Past President certificate</td>
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<td>7. Gifts - exchange between spouses</td>
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<td>8. Gifts - MC, Toast master &amp; Past Presidents</td>
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### Invitations
1. Theme design
2. Invitation Design
3. Booking Form Design
4. Invitations to special guests
5. Invitation Mailer Sent
6. Invitation Inserts (magazine)

### RSVP System
1. RSVP list
2. Dietary Requirements
3. Travel & flights
4. Accommodation
5. Transfers

### Logistics
1. Booklet Design
2. Citations (honorary fellows and gold medal recipients)
3. Floor plan
4. MC (master of ceremonies)
5. Cue-sheet (supplier specific)
6. Menu Design
7. Floor plan design (plasma)
8. Menu & booklet printing
9. Name tag design & print
10. Thank you gifts
11. Registration process
12. Registration staff brief
13. Staff & role player brief
14. Banners

### Service Providers
#### Audio Visual Presentation
1. Script writing
2. Script Edit and Approval
3. Video Interviews
4. Presentation creative concept & design
5. Presentation finalization & sign off
6. Presentation projects design & render
7. Presentation approval & changes made
8. Presentation
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**Décor**

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**Entertainment**

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**Photography**

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**Venue**

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<td>Site Visits</td>
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<td>Letter of Thanks</td>
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## ANNUAL AWARDS - PROJECT PLAN

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<th>PROGRESS:</th>
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<th>END DATE:</th>
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<td>2 Division input</td>
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<tr>
<td>3 Project Submission System Update</td>
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<td>4 Project submissions due date (Technical Ex, Community-Based &amp; International)</td>
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<td>5 Divisional Project submissions due date</td>
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<td>6 Institutional Awards nominee due date</td>
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<td>7 Adjudication of Divisional Awards</td>
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<td>8 Project file compilation at SAICE</td>
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<td>9 Adjudicator review</td>
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<td>11 Winners - plaque production</td>
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<td>6 SAICE division, branches and panel invites</td>
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**Décor**

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**Entertainment, MC & DJ**

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### Photography

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### Venue

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### Production: Sound Stage & Lighting

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<td>Roaming videographer &amp; static videographer positioning</td>
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<td>Follow spots - on risers both sides of venue</td>
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<td>DJ – technical ryder requirements</td>
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<td>Entertainment – technical ryder requirements</td>
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<td>Rehearsal dry run - audiovisual, MC and entertainment</td>
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### Media & PR

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<td>Press release - go out under embargo @ 15h00 on the day of the event</td>
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<td>3</td>
<td>Internet update loaded after the event has taken place to reflect on the system @ 24h00 on the day of the event</td>
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<td>Press release to be sent out about the actual event</td>
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<td>Thank you letters to sponsors, special guests and suppliers</td>
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<td>6</td>
<td>Close out report</td>
</tr>
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<td>7</td>
<td>De Briefing @ SAICE house</td>
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<td>8</td>
<td>Sponsor Meetings with close out report and picture presentation</td>
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19. Mediators, Arbitrators and Adjudicators 2018

Procedure for the appointment of mediators, arbitrators and adjudicators

Interim admission criteria for adjudicators

SAICE mediators, arbitrators and adjudicator’s panel
PROCEDURE FOR
THE APPOINTMENT OF
MEDIATORS
ARBITRATORS
AND
ADJUDICATORS

2018

Published by
The South African Institution of Civil Engineering (SAICE)
PROCEDURE FOR THE APPOINTMENT OF A MEDIATOR
(In terms of Clause 10.4- “Amicable Settlement” of the GCC –2015)

The Panel of Mediators is available to parties in a dispute to select a mutually acceptable mediator. They are advised that if they follow that route, the mediator selected should be a person known and acceptable to both parties. If the parties are unable to select someone, the President of the South African Institution of Civil Engineering will, upon request, nominate an mediator in terms of Clause 10.4 – “Amicable Settlement”.

To enable the President to nominate a suitable person, the following information is needed:

1. The name of the Employer’s Agent in terms of the GCC
2. A copy of the Employer’s Agent written decision given in terms of the GCC
3. Whether the Employer's Agent gave notice of his decision to the employer and the contractor in terms of the GCC
4. The names of the persons who have already been considered and rejected as mediators by the parties
5. A brief description of the particulars of the dispute, including particulars of the contractors and parties involved in the dispute
6. The location of the subject matter of the dispute

On receipt of the information, the matter will be placed before the President and when the nomination is made, the name of the mediator so nominated will be communicated to the party who requested the nomination. Both parties must then communicate directly with the mediator to ascertain whether he accepts the appointment and to agree with him upon the terms and conditions of appointment.
PROCEDURE FOR THE APPOINTMENT OF AN ADJUDICATOR

(In terms of Clause 10.5 – “Adjudication” of the GCC – 2015)

If the parties to a dispute fail to agree on an adjudicator, the latter shall be nominated by the President of the South African Institution of Civil Engineering, in terms of Clause 10.5 – “Adjudication”, on application by either of the parties.

To enable the President to nominate a suitable person, the following information is needed:

1. The information solicited in items 1 - 6 above
2. The names of the persons who have already been considered and rejected as mediators by the parties

On receipt of the information, the matter will be placed before the President and his nomination will be communicated to the party who requested the nomination. Both parties must then communicate directly with the adjudicator to ascertain whether he accepts the appointment and to agree with him upon the terms and conditions of appointment.

Please address all correspondence to: Email:dawn@saice.org.za
PROCEDURE FOR THE APPOINTMENT OF AN ARBITRATOR

(In terms of Clause 10.7 – “Arbitration” of the GCC – 2015

If the parties to a dispute fail to agree on an arbitrator, the latter shall be nominated by the President of the South African Institution of Civil Engineering, in terms of Clause 10.7, on application by either of the parties.

To enable the President to nominate a suitable person, the following information is needed:

1. The information solicited in items 1 - 6 above
2. The names of the persons who have already been considered and rejected as mediators by the parties
3. If the parties resorted to adjudication, the name of the adjudicator

On receipt of the information, the matter will be placed before the President and his nomination will be communicated to the party who requested the nomination. Both parties must then communicate directly with the arbitrator to ascertain whether he accepts the appointment and to agree with him upon the terms and conditions of appointment.

Please address all correspondence to: Email: dawn@saice.org.za
Dear Sir

GENERAL CONDITIONS OF CONTRACT 2015:

With reference to your request for the appointment of a mediator/ arbitrator/adjudicator, please complete the attached form and return the relevant documentation to the CEO to expedite the process.

In addition to the completed application form, payment in the amount of R9000.00 per request is required. Please enclose a cheque for this amount made out to SAICE, or provide proof of payment with your completed application form. Receipt of payment is a prerequisite for the request to be processed.

Yours faithfully

M Pillay
CEO SAICE

SAICE Banking details:

<table>
<thead>
<tr>
<th>Standard Bank Parktown</th>
<th>Account number: 200 853 058</th>
</tr>
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<tr>
<td>VAT No. 4900110661</td>
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I. Names and particulars of the parties to the contract and the dispute:

1.1 Employer ____________________________________________________________
Address: _______________________________________________________________
Tel: ____________________ Fax: _______________________ Cell: ________________
E-mail: _________________________________________________________________

1.2 Contractor __________________________________________________________
Address: _______________________________________________________________
Tel: _____________________ Fax: ______________________ Cell: _________________
E-mail: ________________________________________________________________

1.3 Subcontractor if a party to the dispute
Tel: _____________________ Fax: ______________________ Cell: _________________
E-mail: ________________________________________________________________

1.4 Other parties to the dispute
Tel: _____________________ Fax: ______________________ Cell: _________________
E-mail: ________________________________________________________________

2. Title and edition of General Conditions of Contract:

________________________________________________________________________
________________________________________________________________________
3. Engineers involved:

3.1 Name of engineer appointed in terms of the GCC

Address: _________________________________________________________________
Tel: _______________________ Fax: ____________________ Cell: _________________
E-mail: ___________________________________________

3.2 Consulting Engineer appointed by the employer

Address: __________________________________________________________________
Tel: _______________________ Fax: _____________________ Cell: _________________
E-mail: ________________________________________________

3.3 Other Engineers involved

________________________________________________________________________
________________________________________________________________________

4. Is this a request for the nomination of an Adjudicator, Arbitrator or Mediator?

________________________________________________________________________

5. Attach a copy of the decision of the employer’s engineer, the employer’s representative, the contractor or the subcontractor that lead to the request for arbitration, adjudication or mediation together with a copy of the clause in the contract concerning such a request.

________________________________________________________________________
6. Give a brief description of the dispute:

_________________________________________________________________________

7. Geographical location of the works as well as the municipal jurisdiction of the location of the works:

_________________________________________________________________________

8. Name of the party submitting this form:

_________________________________________________________________________

Address: _______________________________________________________________

Tel: ___________________ Fax: ___________________ Cell: ___________________

E-mail: ________________________________________________________________
9. Indicate the names of arbitrators, adjudicators or mediators already considered by a party or parties but not accepted by one of the parties:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. Attachments to this application form:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
INTERIM ADMISSION CRITERIA FOR ADJUDICATORS (2011 – 2018)

Application for inclusion in the President’s list (Please tick the relevant block)
Requirements for persons wishing to be considered for inclusion in the SAICE President’s List of Adjudicators, to be applied in the period 2011 to 2018 until final criteria are developed

Introduction

This document is based on the following documents, for which the relevant institutions have granted their kind permission:
- CIDB Best Practice Guideline #C3 Adjudication, 2005
- ICE Requirements for entry onto ICE’s List of Adjudicators, 2006.

SAICE can nominate adjudicators in terms of the SAICE General Conditions of Contract and maintains a President’s List of adjudicators for this purpose (the List), as well as to facilitate adjudicator selection by Employers and/or Contractors. Admission to the List does not guarantee that any nomination will be made or that appointments will follow.

SAICE sets requirements for admission to the List and for maintenance of a name on the List. Candidates wishing to be selected for the List must complete the standard SAICE application form for Mediators, Arbitrators and Adjudicators, and satisfy the SAICE’s Dispute Resolution Panel that they meet minimum requirements stipulated below. Failure to demonstrate the necessary competence may result in one of two options:
- Where clarification is required, the applicant may be invited for an interview
- Where certain requirements have not been met, a response will be issued specifying this.

The SAICE Dispute Resolution Panel’s (the Panel’s) decisions on all such matters are final.

Minimum Qualification Requirements for Entry onto the SAICE President’s List of Adjudicators.

Applicants should:
- i. have worked as Project Manager, Contract Manager, Engineer, Principal Agent or equivalent on engineering construction projects for a period of at least 10 years, preferably within the past 5 years, with appropriate disputes experience;
- ii. be registered as a Professional Engineer or equivalent of at least 10 years standing,
- iii. have detailed working knowledge of at least one, and preferably more, of the standard forms of contract recommended by the CIDB, in particular the General Conditions of Contract published by SAICE (including the adjudication provisions);
- iv. have working knowledge of international and local practice, legislation and Institutional guidelines on adjudication, including CIDB guidelines;
- v. have working knowledge of construction contract law and rules of natural justice
- vi. have appreciation of:
  - the factors that affect construction costs
  - investigations, design, construction and fabrication methods
  - programming and delay assessment
  - resource and risk assessment;
vii. be impartial and capable of fair and independent judgment;

viii. if invited for an interview, be able to satisfy the panel that they are a suitable person who has achieved the necessary level of knowledge of construction and dispute resolution and possesses the necessary personal management and communication skills to conduct an adjudication.

Sunset clause / interim application period
This document is temporary and shall apply only pending the SAICE Alternative Dispute Resolution (ADR) panel developing more objective assessment criteria to be applied for all new applicants. These shall include but not be limited to the establishment of requirements for:

- Written application
- Passing Adjudication course(s) and / or Qualifying Examination
- Panel interview
## COMPARISON BETWEEN MEDIATION AND ARBITRATION CONSTRUCTION CONTRACTS

<table>
<thead>
<tr>
<th>MEDIATION</th>
<th>ARBITRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mediation is not a formal legal procedure.</td>
<td>1. Arbitration is a formal legal procedure in terms of the Arbitration Act (No 42 of 1965).</td>
</tr>
<tr>
<td>2. The disputing parties should agree jointly on the selection of the Mediator.</td>
<td>2. The Arbitrator may be appointed by an outside party, depending on the wording of the Contract.</td>
</tr>
<tr>
<td>3. The procedure of Mediation is determined by the Mediator himself after consultation with the parties.</td>
<td>3. The correct procedure to be followed is in accordance with accepted rules.</td>
</tr>
<tr>
<td>4. No legal representation of the parties is permitted.</td>
<td>4. The parties are usually represented by legal advisers and counsel.</td>
</tr>
<tr>
<td>5. The Mediator must interpret the Contract but need not be confined to the evidence placed before him.</td>
<td>5. The Arbitrator acts as a judge and can only take cognisance of the evidence placed before him.</td>
</tr>
<tr>
<td>6. The Mediator should observe the rules of evidence up to a point, but is not limited to them.</td>
<td>6. The rules of evidence must be observed.</td>
</tr>
<tr>
<td>7. The Mediator’s obligation is to attempt to obtain the agreement of both parties to a solution of the dispute.</td>
<td>7. The Arbitrator has no reason to obtain any agreement to his stated opinion or award.</td>
</tr>
<tr>
<td>8. The Mediator may propose a tentative solution and argue this with either or both parties.</td>
<td>8. The Arbitrator remains aloof from the dispute and can only participate in questions for the purpose of clarification.</td>
</tr>
<tr>
<td>9. The Mediator’s function is to intervene between the parties for the purpose of reconciling them.</td>
<td>9. The Arbitrator performs no such conciliatory function; he is simply a judge of the evidence submitted.</td>
</tr>
<tr>
<td>10. Mediations can take place at any time during or after the construction period and are not limited to handling financial problems.</td>
<td>10. Arbitrations are usually delayed until after construction is complete and are normally limited to financial awards.</td>
</tr>
<tr>
<td>11. Mediations are usually relatively quick and inexpensive. A Mediator does not have to accept any unjustified procrastination.</td>
<td>11. Arbitrations can be lengthy, time-consuming and expensive. They can be delayed by legal quibbling.</td>
</tr>
<tr>
<td>MEDIATION</td>
<td>ARBITRATION</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12. In order to achieve the common agreement of the parties to his decision, the Mediator must give balanced reasons for it.</td>
<td>12. The Arbitrator’s decision is not accompanied by reasons, unless he feels that he wishes to do this.</td>
</tr>
<tr>
<td>13. The Mediator's decision is only binding in respect of those matters agreed upon by the parties and correctly recorded in the Opinion.</td>
<td>13. The Arbitrator's decision is final and binding upon the parties and can only be overturned by proving bias or incorrect legal conduct.</td>
</tr>
<tr>
<td>14. The Mediator’s Opinion cannot be made an award of court.</td>
<td>14. The Arbitrator’s opinion can and may be made an award of court, if any of the parties refuse to accept it.</td>
</tr>
<tr>
<td>15. The costs of the Mediation are borne equally by the parties to the dispute.</td>
<td>15. The Arbitrator is empowered to apportion the costs of the arbitration as between the parties.</td>
</tr>
</tbody>
</table>
PANEL OF
MEDIATORS
ARBITRATORS
AND
ADJUDICATORS

2018

Published by
The South African Institution of Civil Engineering (SAICE)
### EASTERN CAPE

#### ARBITRATOR/MEDIATOR/ADJUDICATOR

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
</tr>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
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<tr>
<td><strong>TEL NO:</strong></td>
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<td></td>
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<tr>
<td><strong>OCCUPATION:</strong></td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
</tr>
<tr>
<td><strong>PREFERRED AREAS OF INVOLVEMENT</strong></td>
</tr>
</tbody>
</table>

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#### ARBITRATOR/MEDIATOR/ADJUDICATOR

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<tr>
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<td>OCCUPATION:</td>
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<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
</tr>
<tr>
<td>PREFERRED AREAS OF INVOLVEMENT</td>
</tr>
</tbody>
</table>

---

**MEDIATOR/ADJUDICATOR**

**PERSONAL INFORMATION**

**NAME:** IL Huisman

**ACADEMIC QUALIFICATIONS:** B Eng (Civil)

**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** ECSA, CESA, MSAICE, SAISC, IMESA, CSSA

**POSTAL ADDRESS:** 120 Cape Road, Mill Park, Port Elizabeth, 6001

**TEL NO:**
- (Work) (041) 373 5121
- (Work & Fax) (041) 373 5119
- (Cell) 082 651 5610
- (Email) ivo@huisman.co.za

**OCCUPATION:** Consulting Civil / Structural Engineer

**PRINCIPAL AREAS OF EXPERIENCE:** Civil Services, building works and project management

**PREFERRED AREAS OF INVOLVEMENT** One appointment at a time

---

**MEDIATOR / ARBITRATOR**

**PERSONAL INFORMATION**

**NAME:** M Rivarola

**ACADEMIC QUALIFICATIONS:** Pr Eng, BSc Eng, (Mech) H.Dip.Arb

**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** SAACE, ECSA, SPE, MSAIMechE, MCorrISA, MlorrISA, MAFSA, Fellow Ass of Arb, NFPFA, FPSA

**POSTAL ADDRESS:** 4 Belgrave Road, Belgravia, East London, 5201

**TEL NO:**
- (Work) (0431) 7438 266
- (Fax) (0431) 7430 599
- (Cell) 082 900 7514
- (Email) mikeriv@carifo.com

**OCCUPATION:** Consulting Engineer Principal

**PRINCIPAL AREAS OF EXPERIENCE:** Contracts, Construction, Professional Services

**PREFERRED AREAS OF INVOLVEMENT** As above
<table>
<thead>
<tr>
<th><strong>MEDIATOR</strong></th>
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<tbody>
<tr>
<td><strong>PERSONAL INFORMATION</strong></td>
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<td>NAME:</td>
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</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
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<td><strong>PERSONAL INFORMATION</strong></td>
</tr>
<tr>
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</tr>
<tr>
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<td>PREFERRED AREAS OF INVOLVEMENT</td>
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</table>
### ARBITRATOR

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td>Michael James Winstanley</td>
</tr>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>LLM Construction Law and Arbitration</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>Fellow Association of Arbitrators, Member-Chartered Institute of Arbitrators</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>1 Gordon View Gonubie 5257</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
<td>(043) 7403025</td>
</tr>
<tr>
<td><strong>(Cell):</strong></td>
<td>071 5885538</td>
</tr>
<tr>
<td><strong>(Email):</strong></td>
<td><a href="mailto:mike@mjwconsulting.org">mike@mjwconsulting.org</a></td>
</tr>
<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Contract Specialist/ADR Practitioner</td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Civil Engineering &amp; Building</td>
</tr>
<tr>
<td><strong>PREFERRED AREAS OF INVOLVEMENT:</strong></td>
<td>Any of the above</td>
</tr>
</tbody>
</table>

---

### ARBITRATOR/MEDIATOR/ADJUDICATOR

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
<th>Also available for WESTERN CAPE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td>Willem Hendrik Olivier</td>
</tr>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>B.Ing.; Hons. B-(B. and A.); M.Ing.; MBA; Cert. F.AArb; Certificates in Specialisation in Construction Law, Commercial Mediation, Arbitration in the Construction Industry and Advanced Dispute Resolution</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>MSAICE; Pr.Eng - ECSA; Pr.CPM - SACPCMP</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>PO Box 20307, Humewood, 6013</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
<td>(041) 583 4056</td>
</tr>
<tr>
<td><strong>(Cell):</strong></td>
<td>083 593 5506</td>
</tr>
<tr>
<td><strong>(Email):</strong></td>
<td><a href="mailto:willie.h.olivier@gmail.com">willie.h.olivier@gmail.com</a></td>
</tr>
<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Retired Contracts and Projects Manager – now private Dispute Resolution Practitioner</td>
</tr>
</tbody>
</table>
| **PRINCIPAL AREAS OF EXPERIENCE:** | Contract and project management of FIDIC, GCC,
### MEDIATOR/ARBITRATOR/ADJUDICATOR

#### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Stuart Riddle</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>HNDT Civil Engineering</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>Fellow Association of Arbitrators (Southern Africa) SACPCMP Professional Construction Manager</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 176, Patensie, 6335</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>041-5814940</td>
</tr>
<tr>
<td>TEL NO: (Cell)</td>
<td>083 250 2165</td>
</tr>
<tr>
<td>TEL NO: (Fax)</td>
<td>0866474493</td>
</tr>
<tr>
<td>TEL NO: (Email)</td>
<td><a href="mailto:sriddle@omegacivils.co.za">sriddle@omegacivils.co.za</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Managing Director Omega Civils (Pty)Ltd (Semi retired)</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>All aspects of all civil services, major roadworks, bulk earthworks and domestic building under GCC, CSRA, JBCC2000</td>
</tr>
<tr>
<td>PREFERRED AREAS OF INVOLVEMENT:</td>
<td>Arbitration, Adjudication and Mediation in Civil and Building contracts</td>
</tr>
</tbody>
</table>

### MEDIATOR/ADJUDICATOR

#### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Mr PH de Bruin Pr. Eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>B. Eng (Civil); Cert Advanced Project Management and Cert Senior Management</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>ECSA (Pr. Eng) IMESA (Professional Member)</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>10A Lotus Avenue, SUNRIDGE PARK, Port Elizabeth 6045</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>0824477669</td>
</tr>
<tr>
<td>TEL NO: (Fax)</td>
<td>0866593707</td>
</tr>
<tr>
<td>TEL NO: (Cell)</td>
<td>0824477669</td>
</tr>
<tr>
<td>TEL NO: (Email)</td>
<td><a href="mailto:pedebu@absamail.co.za">pedebu@absamail.co.za</a></td>
</tr>
<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Civil Engineering, Contracts Management &amp; Administration, Claims/Procurement-Specialist at PH de Bruin &amp; Associates (Owner)</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Municipal Engineering, Procurement and Claims Specialist, Tender and Construction Law</td>
</tr>
<tr>
<td><strong>PREFERRED AREAS OF INVOLVEMENT</strong></td>
<td>Mediation/Adjudication Claims Dispute prevention &amp; resolution, appeals/objections in incorrect awards.</td>
</tr>
</tbody>
</table>

### MEDIATOR

<table>
<thead>
<tr>
<th><strong>PERSONAL INFORMATION</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td>Gerhardus Johannes (Gerhard) du Plessis, Pr Eng; PR CPM</td>
</tr>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>B.Sc. Civil Engineering (UP) - 1976</td>
</tr>
<tr>
<td></td>
<td>NQF 7 (LIC) - 2009</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>CESA – Retired Principal;</td>
</tr>
<tr>
<td></td>
<td>SAICE - Member</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>P.O. Box 119888, Tecoma, 5214. (East London)</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
<td>043-726 4913</td>
</tr>
<tr>
<td></td>
<td>0865310468</td>
</tr>
<tr>
<td></td>
<td>082 651 4251</td>
</tr>
<tr>
<td><strong>(Fax)</strong></td>
<td><a href="mailto:gerdup@frihost.co.za">gerdup@frihost.co.za</a>/gerharddup12345@gmail.com</td>
</tr>
<tr>
<td><strong>(Cell)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(Email)</strong></td>
<td></td>
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<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Retired Consulting Civil/Structural Engineer</td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Procurement &amp; Construction Contract Documentation; Construction Project Management; Conceptual Planning and Design; Labour Intensive Construction; Water Supply and Sanitation; Expert Witness; Forensic Investigation.</td>
</tr>
<tr>
<td><strong>PREFERRED AREAS OF INVOLVEMENT:</strong></td>
<td>No specific preference and any geographic area in SA.</td>
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## Gauteng

### Arbitrator

<table>
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<tr>
<th>PERSONAL INFORMATION</th>
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<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td>Chris Binnington</td>
</tr>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>BSc Hons, MBL (UNISA)</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>FIMechE, FAArb</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>PO Box 84325, Greenside, 2034</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
<td>(011) 888 6141 (Fax) (011) 888 1068 082 807 4053</td>
</tr>
<tr>
<td><strong>EMAIL:</strong></td>
<td><a href="mailto:cdb@bca.co.za">cdb@bca.co.za</a></td>
</tr>
<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Managing Director Binnington Copeland &amp; Associates</td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Construction claims in all disciplines</td>
</tr>
<tr>
<td><strong>PREFERRED AREAS OF INVOLVEMENT:</strong></td>
<td>No particular restrictions</td>
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### Arbitrator

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<tr>
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<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td>JA Croswell</td>
</tr>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>BSc Eng</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>PrEng, FSAICE, MICE , C Eng</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>Box 480 Rivonia 2128 Gauteng</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
<td>011 239 5370</td>
</tr>
<tr>
<td><strong>EMAIL:</strong></td>
<td><a href="mailto:James.croswell@hatch.com">James.croswell@hatch.com</a></td>
</tr>
<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Specialist Consultant :Civil Infrastructure</td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Civil Engineering, township development Labour Intensive Construction</td>
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<td>Civil, LIC</td>
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### Mediator/Arbitrator/Adjudicator

<table>
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<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td>Patrick Francis (Frank) Crowley</td>
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<td>PERSONAL INFORMATION</td>
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<tr>
<td>NAME:</td>
<td>Andrew Lindsay Griffiths</td>
</tr>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc (Hons), MSc, MBA, HDip Arbitration</td>
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<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>Pr Eng FSAICE, CEng FICE, FAArb (SA)</td>
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<td>Member – Dispute Resolution Board</td>
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<td>Foundation (DRBF)</td>
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<td></td>
<td>FIDIC President’s List of Approved</td>
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<tr>
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<td>Dispute Adjudicators</td>
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<td>CIDB Panel of Dispute Adjudicators</td>
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<td>ICE-SA Panel of NEC Dispute Adjudicators</td>
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<td>CESA President’s List of Arbitrators,</td>
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<td></td>
<td>Mediators and Adjudicators</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 103, Cramerview, 2060</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>(011) 4639172</td>
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</tr>
<tr>
<td></td>
<td>082 786 3895</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:alcgriffiths.drs@gmail.com">alcgriffiths.drs@gmail.com</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Civil Engineer</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Claims adjudication, dispute resolution,</td>
</tr>
<tr>
<td></td>
<td>contract administration, contract, finance</td>
</tr>
<tr>
<td></td>
<td>and project management. Particularly</td>
</tr>
<tr>
<td></td>
<td>dams, tunnels, pipelines and general</td>
</tr>
<tr>
<td></td>
<td>civil engineering works.</td>
</tr>
<tr>
<td></td>
<td>Over 35 years’ experience most of which</td>
</tr>
<tr>
<td></td>
<td>involved large to mega-projects and</td>
</tr>
<tr>
<td></td>
<td>multi-national joint ventures dealing</td>
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<tr>
<td></td>
<td>with major international construction</td>
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<tr>
<td></td>
<td>companies.</td>
</tr>
<tr>
<td>PREFERRED AREAS OF INVOLVEMENT</td>
<td>No preference</td>
</tr>
</tbody>
</table>

**ACADEMIC QUALIFICATIONS:** BE University of Ireland (Cork) Senior Executive Programme MIT USA

**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** Pr Eng, FSAICE, FSAAE, FAArb(SA) Member of DRBF Accredited Mediator LSM

**POSTAL ADDRESS:** PO Box 3808 Halfway House 1685

**TEL NO:**
- (Work) (011) 4681175
- (Fax) (86)7162767
- (Cell) 082 373 4000
- (Email) fcrowley@mweb.co.za

**OCCUPATION:** Civil Engineer

**PRINCIPAL AREAS OF EXPERIENCE:** Major Projects, Freeways; Tunnels; Pipelines; Railways; Contract Mining; General Construction; Waste Management

**PREFERRED AREAS OF INVOLVEMENT:** As above
### MEDIATOR / ARBITRATOR

#### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Neville Gurry</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc (Hons) Civ Eng, MSc Adv Struct Eng, London Business School (3 month course on Management)</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>FSAICE, MICE</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 391, Rivonia, 2128</td>
</tr>
<tr>
<td>TEL NO:</td>
<td>(Work) 082 881 7266, <a href="mailto:Neville.gurry@gmail.com">Neville.gurry@gmail.com</a></td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>FSAICE, MICE</td>
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<tr>
<td>OCCUPATION:</td>
<td>Professional and Chartered Engineer</td>
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<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Multi-disciplinary Construction, Contracts and Claims</td>
</tr>
<tr>
<td>PREFERRED AREAS OF INVOLVEMENT:</td>
<td>Having had extensive experience in Multi-disciplinary lump sum turnkey Construction, happy to mediate on any construction or design related issues.</td>
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</table>

### ARBITRATOR / ADJUDICATOR

#### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Dennis Sinkonde</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BEng (Civil), MSc (Highway)</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>FA Arb, Pr Eng, REng(Zambia), MSAICE, MEIZ</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>Suite 79, Private Bag X18, Honeydew, 2040</td>
</tr>
<tr>
<td>TEL NO:</td>
<td>(Work) (011) 907 6700, (011) 869 7434, 071 670 1365, <a href="mailto:dennis@aphane.co.za">dennis@aphane.co.za</a>/dsinkonde@icloud.com</td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Director : Apane Consulting</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Construction claims in all disciplines using JBCC, GCC and FIDIC Conditions of Contract</td>
</tr>
<tr>
<td>PREFERRED AREAS OF INVOLVEMENT:</td>
<td>Civil Engineering related works particularly roads and materials</td>
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</table>
### Arbitrator/Mediator/Adjudicator

#### Personal Information

**Name:** Brian Edwin Hollingworth  

**Academic Qualifications:**  
- BSc(Eng) University of Cape Town  
- MSc University of London  
- MBA University of Pretoria  
- LLb UNISA

**Membership of Institutions/Societies:**  
- Fellow: SAICE  
- Fellow: Association of Arbitrators Southern Africa  
- Member: Institute of Directors

**Postal Address:** Suite 63, Biz-X-Press, Private Bag X2, LONEHILL, 2062

**Occupation:** Arbitrator and consultant

**Principal Areas of Experience:** Large water resource projects and other infrastructure. FIDIC, GCC and JBCC

**Preferred Areas of Involvement:** Mediation, adjudication, arbitration of any construction disputes

### Mediator

#### Personal Information

**Name:** Thomas Lloyd  

**Academic Qualifications:** MSc (Eng) Wits 1974

**Membership of Institutions/Societies:** Pr Eng, MSAICE 1975 (retired 2012)

**Postal Address:** 227 Columbine Avenue, Mondeor, 2091

**Tel No:** (Work) (011) 680 9941  
- Fax Ask for fax  
- Cell (011) 680 3925
<table>
<thead>
<tr>
<th><strong>PERSONAL INFORMATION</strong></th>
<th><strong>Daniel Johannes (Dennis) Lourens</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>B Ing (Civ), Arbitration Certificate, NQF Level 7 Labour Intensive</td>
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<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>Pr Eng, Pr CM, FAarb, MCESA</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>PO Box 76144, Lynnwood Ridge, 0040</td>
</tr>
</tbody>
</table>
| **TEL NO:** | (Work) (012) 8030961 (012) 3614443 083 253 0142  
| | (Fax)  
| | (Cell)  
| | (Email) dennis.lourens@telkomsa.net |
| **OCCUPATION:** | Prof Engineer, Prof Consulting Engineer, Expert Witness, Claims Consultant |
| **PRINCIPAL AREAS OF EXPERIENCE:** | More than 30 years’ experience in dispute resolutions involving GCC, COLTO, JBCC, NEC and FIDIC contracts. |
| **PREFERRED AREAS OF INVOLVEMENT** | Industry related disputes representing clients or contractors with regards to roads, streets, storm water, water, sewer, infrastructure, structures or building projects. |

**MEDIATOR / ARBITRATOR/ADJUDICATOR**

<table>
<thead>
<tr>
<th><strong>PERSONAL INFORMATION</strong></th>
<th><strong>David H Marx</strong></th>
</tr>
</thead>
</table>
| **ACADEMIC QUALIFICATIONS:** | M Eng, UP, (Construction and Project Management)  
| | MBA (Wits)  
| | Advanced Certificate in Alternative Dispute Resolution (With Distinction), AFSA/University of Pretoria |
| **MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** | ECSA (Pr Eng. 880361)  
| | SAICE  
| | AFSA General Commercial Panel of Arbitrators  
| | SACCSPM Registered Project Manager |
| **POSTAL ADDRESS:** | 27 College Ave, Baileys Muckleneuk, Pretoria, 0181 |
### Personal Information

**Name:** Patrick Michael Mace-Lane

**Academic Qualifications:** BA LLB

**Membership of Institutions/Societies:**
- The Society of Advocates – SA
- Member of England, Scotland and Wales, Grays Inn, LCIA, FAArb, FCAArb, (South Africa and Past Chairman, Arbitration Foundation South Africa), The Korean Commercial Arbitration Board, ICC International Chambers of Commerce Court, Paris,
- Listed on panel of Arbitrators SA, Member of Dispute Resolution Board USA, Listed Arbitrator of the Dubai International Arbitration Centre, AMSAICE, Member of Technology Construction Bar Association (UK) (TECBAR) Member of the Society of Construction Arbitrators (UK), Accredited Mediator of the General Council Bar (UK).

**Postal Address:** P O Box 652668, Benmore 2010

**Tel No:**
- (Work) 011 535 0800
- (Fax) 011 447 7281
- (Cell) 011 783 4474
- (Email) lanelink@law.co.za

**Occupation:** Advocate

**Preferred Areas of Involvement:** Construction Law

---

### Professional Civil Engineer, Commercial- Risk- and Project Manager

**Occupation:**

Professional Civil Engineer, Commercial- Risk- and Project Manager

**Principal Areas of Experience:**

### MEDIATOR / ARBITRATOR

#### PERSONAL INFORMATION

**NAME:** HJ Meyer  
**ACADEMIC QUALIFICATIONS:** BSc Eng (Civ) Pretoria, H Dip Association of Arbitrators  
**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** Pr Eng, ZFSAICE, SAACE (Retired Member), FAArb  
**POSTAL ADDRESS:** PO Box 92, Newlands, 0049  
**TEL NO:** (Work) (012) 348 3356  
**(Fax)**  
**(Cell) 083 644 4004**  
**(Email) Hugo.sonja@intekom.co.za**  
**OCCUPATION:** Retired  
**PRINCIPAL AREAS OF EXPERIENCE:** Roads and related Civil Engineering work. Consulting engineering practice matters. Traffic and Transportation.  
**PREFERRED AREAS OF INVOLVEMENT** As above

### MEDIATOR

#### PERSONAL INFORMATION

**NAME:** RS Parker  
**ACADEMIC QUALIFICATIONS:** BSc (Hons) Civ, MBA  
**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** Pr Eng, FSAICE, C Eng, MICE, AArb  
**POSTAL ADDRESS:** PO Box 984, Bedfordview, 2008  
**TEL NO:** (Work) (011) 456 6398  
**(Fax) (011) 706 5575**  
**(Cell) robpar@icon.co.za**  
**OCCUPATION:** Consulting Engineer  
**PRINCIPAL AREAS OF EXPERIENCE:** Contracts and contractual relationship, risk identification, analysis, allocation, transfer and management, insurance risk transfer, contractual and insurance claims, major complex projects, especially design build and SPR, concession contracts and PPP’s  
**PREFERRED AREAS OF INVOLVEMENT** As above
### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Roelf Nel</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>LLB (UP), Civil Commercial Mediator (RICS)</td>
</tr>
</tbody>
</table>
| MEMBERSHIP OF INSTITUTIONS/SOCIETIES: | Law Society of the Northern Provinces (LSNP)  
Royal Institution of Chartered Surveyors (RICS)  
RICS Presidents Panel Mediator  
Member of the Chartered Institute of Arbitrators (MCIArb)  
DRS Panel of the Pretoria Institute of Architecture (PIA) |
| POSTAL ADDRESS: | 154 Stilgelee Avenue, Die Wilgers, Pretoria |
| TEL NO: (Work) | 083 393 8530                                   |
| TEL NO: (Work & Fax) | 086 670 0513                                   |
| TEL NO: (Cell) | 083 393 8530                                   |
| TEL NO: (Email) | roelf@roelfnelinc.co.za                        |
| OCCUPTAION: | Attorney                                       |
| PRINCIPAL AREAS OF EXPERIENCE: | Construction & Engineering law |

### ARBITRATOR/MEDIATOR/ADJUDICATOR

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Dr Eddie Otte</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>MS, MSc (Eng.), D Sc (Eng), Diploma in Arbitration.</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>Retired. Used to be a Fellow at SAICE and a Member at CESA</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>34 Eldoraigne Retirement Estate, Private Bag X 09, Wierda Park 0149</td>
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<tr>
<td>TEL NO: (Work)</td>
<td>012 007 1734</td>
</tr>
<tr>
<td>TEL NO: (Cell)</td>
<td>081 042 0299</td>
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<tr>
<td>TEL NO: (Email)</td>
<td><a href="mailto:otteeddie@gmail.com">otteeddie@gmail.com</a></td>
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<tr>
<td>OCCUPTAION:</td>
<td>Retired Civil Engineer.</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Civil Engineering. Geotechnical work, road materials, cement and concrete, contract and project Management, Contract Law</td>
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<tr>
<td>PREFERRED AREAS OF INVOLVEMENT:</td>
<td>Construction disputes e.g. completion dates, quantities, payment certificates.</td>
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## MEDIATOR / ARBITRATOR

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Adv Peter Alan Aston Ramsden</th>
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</thead>
<tbody>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>BSc (Civil Engineering), BCom, MBL, LLB Author of books on Arbitration, Construction Law and Intellectual Property Law – published by Juta Law</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>ECSA, SAICE, Advocate of the High Court of South Africa</td>
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<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>Chenin Blanc No 6, 227 Pleiades Street, Waterkloof Ridge, 0181</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
<td>082 557 9927/1)<a href="mailto:Ramsden@vodamail.co.za">Ramsden@vodamail.co.za</a></td>
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<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Advocate, Engineer</td>
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<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Contract and Construction Law, Dispute resolution</td>
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<tr>
<td><strong>PREFERRED AREAS OF INVOLVEMENT:</strong></td>
<td>Adjudicator, Mediator, Arbitrator .Contract Law, Infrastructure Financing and Feasibility Studies</td>
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## MEDIATOR

### PERSONAL INFORMATION

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<tr>
<th>Name</th>
<th>AW Robinson</th>
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<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
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<td>PO Box 2861, Northcliff, 2115</td>
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<tr>
<td><strong>TEL NO:</strong></td>
<td>(011) 476 4266</td>
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<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Consulting Civil Engineer</td>
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<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Road construction materials, Civil engineering, Geotechnical engineering</td>
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<tr>
<td><strong>PREFERRED AREAS OF INVOLVEMENT</strong></td>
<td>Civil, Roads, Materials, Storm water, Geotechnics</td>
</tr>
<tr>
<td>NAME:</td>
<td>Bruce Raath PrEng CEng</td>
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<tr>
<td>--------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc Civ Eng, Advance Concrete Technology Diploma (Univ of London), Certificate Course Association of Arbitrators</td>
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<tr>
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<td>Pr Eng, C Eng, FSAICE, MICT (UK), AMIstructE, AAarb</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>Postnet Suite 682, Private Bag X 153, Bryanston, 2021</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>(011) 469 1711</td>
</tr>
<tr>
<td>(Fax)</td>
<td>(011) 469 1711</td>
</tr>
<tr>
<td>(Cell)</td>
<td>083 326 5851</td>
</tr>
<tr>
<td>(Email)</td>
<td><a href="mailto:brucerabar265@gmail.com">brucerabar265@gmail.com</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Retired Engineer engaged in consulting and training in the field of concrete technology and reinforced concrete structures.</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Disputes regarding design and construction of reinforced concrete structures and floors and general concrete technology.</td>
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<tr>
<td>PREFERRED AREAS OF INVOLVEMENT</td>
<td>Matters regarding the use of concrete and other contractual matter worldwide.</td>
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<tr>
<th>NAME:</th>
<th>CJ Robinson</th>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 2973, Pretoria, 0001</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>(012) 3497900</td>
</tr>
<tr>
<td>(Fax)</td>
<td>(012) 460 2134</td>
</tr>
<tr>
<td>(Cell)</td>
<td>082 786 6149</td>
</tr>
<tr>
<td>(Email)</td>
<td><a href="mailto:robinsonc@jgi.co.za">robinsonc@jgi.co.za</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Civil Engineer (MD of Jeffares and Green Pty Ltd)</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Project Management, Contracts, General Civils</td>
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<td>PREFERRED AREAS OF INVOLVEMENT</td>
<td>Contractual disputes</td>
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## MEDIATOR

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>PJ Strauss</th>
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<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>PhD (Texas), BSc Eng</td>
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<td>MAAPT, FSAICE, MSAACE</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 588, La Montagne, 0184</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>(012) 8070367</td>
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<td></td>
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<tr>
<td></td>
<td>082 654 2922</td>
</tr>
<tr>
<td></td>
<td>(Cell)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Pieter@strauss.cc">Pieter@strauss.cc</a>@gmail.com</td>
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<td></td>
<td>(Email)</td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Consulting Engineer</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Pavement Engineering and Materials</td>
</tr>
<tr>
<td>PREFERRED AREAS OF INVOLVEMENT:</td>
<td>As above</td>
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## MEDIATOR

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Heronim (Ron) Tluczek</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>B.Sc. (Civil Engineering)</td>
</tr>
</tbody>
</table>
| MEMBERSHIP OF INSTITUTIONS/SOCIETIES: | Engineering Council of South Africa (Reg No. 810459)  
Member South African Institution of Civil Engineers 
Associate Member Association of Arbitrators 
Chairman South African National Committee on Tunnelling (SANCOT) I am now a Fellow of South African Institution of Civil Engineers (amendment) 
I am the South African Representative on the International Tunnelling Association General Assembly (addition) |
<p>| POSTAL ADDRESS:    | PO Box 50224, Randjesfontein, 1683 |
| TEL NO: (Work)     | ( 011 519 4600               |
|                   | (Cell)                      |
|                   | +27 82 572 0517             |
|                   | (Email)                     |
|                   | <a href="mailto:rtluczek@gibb.co.za">rtluczek@gibb.co.za</a>         |
|                   | <a href="mailto:ron.tluczek@gmail.com">ron.tluczek@gmail.com</a>       |
|                   | (private)                   |
| OCCUPATION:        | Geotechnical Civil Engineer |
| PRINCIPAL AREAS OF EXPERIENCE: | Geotechnical Civil Engineer |
| PREFERRED AREAS OF INVOLVEMENT: | Mediation and adjudication in all geotechnical matters, expert witness, claims evaluation |</p>
<table>
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<th><strong>PERSONAL INFORMATION</strong></th>
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<tr>
<td><strong>NAME:</strong></td>
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pressure, I am strong, a self-starter, initiator and alert when a stressful situation appears. Therefore I could be a good neutral for amicable settlements procedures, adjudicator, arbitrator or board member to either resolve or avoid disputes. I present a 2 day practical course "The legal process dealing with Construction disputes" and a 1 day course “Adjudication and Arbitration: How to deal with challenges” as part of the continuous professional development of persons registered in terms of the Engineering Profession Act 46 of 2000 and the Project and Construction Management Professions Act 48 of 2000.

### PREFERRED AREAS OF INVOLVEMENT
Any of the above principle areas and fields associated with them, with no particular restrictions

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<th>ARBITRATOR/MEDIATOR/ADJUDICATOR</th>
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<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
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</table>
- High speed rail, intercity rail and commuter rail (civil and structural works, track, stations, depots, core systems); TBM, NATM, C&C and immersed tube tunnels; Waste water and water treatment plants; RCC dams, acid mine drainage, large diameter steel pipelines and pump stations, roads, bridges and buildings. Jurisdictions of experience include Roman-Dutch Law, Common Law, Civil Law and State of New York Law.

**PREFERRED AREAS OF INVOLVEMENT** Dispute Boards, Mediation and Adjudication

---

### ARBITRATOR/MEDIATOR/ADJUDICATOR

**PERSONAL INFORMATION**

**NAME:** Adv. Emile P Van der Hoven PrEng.

**ACADEMIC QUALIFICATIONS:** BScEng(Civ), HonsBusAdmin, LL.B and LL.M

**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** Member SAICE, Registered with ECSA as Professional Civil Engineer, admitted Advocate of the High Court of SA. Chairman of the International Society of Mediators and Arbitrators.

**POSTAL ADDRESS:** PO BOX 22244, Helderkruin 1733.

**TEL NO:**
- (Work) 011 760 9116
- (Fax) 086 582 5703
- (Cell) 083 431 7853
- (Email) emilevdh3@gmail.com

**OCCUPATION:** Consulting Civil Engineer and practising Advocate.

**PRINCIPAL AREAS OF EXPERIENCE:** Structures, Roads, Water, Civil Services, construction law, legal disputes and construction disputes.

---

### MEDIATOR / ARBITRATOR

**PERSONAL INFORMATION**

**NAME:** MJ Watson

**ACADEMIC QUALIFICATIONS:** BSc (Hons) Civ, H Dip Arbitration

**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:** FICE, MSAICE, FAArb, SA Ass of Arb, MCIarb, CESA, FIDIC

**POSTAL ADDRESS:** 20 Pioneer Road, Irene, 0157
**ARBITRATOR/MEDIATOR/ADJUDICATOR**

**PERSONAL INFORMATION**

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<thead>
<tr>
<th>NAME:</th>
<th>BRYAN WESTCOTT</th>
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<tr>
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<td>Pr.Eng, C.Eng, Pr.CM, FSAICE, MICE, Assoc. of Arb. CAASA.</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>PO. BOX 564, Cramerview 2060</td>
</tr>
<tr>
<td>TEL NO: (Work) (Fax) (Cell) (Email)</td>
<td>087 700 2803 086 504 2384 083 653 3620 <a href="mailto:bjw@icon.co.za">bjw@icon.co.za</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Professional Civil Engineer, Mediator and Adjudicator</td>
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<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Mediations and Adjudications in Civil construction disputes.</td>
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**MEDIATOR / ARBITRATOR**

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<td><strong>KWA-ZULU-NATAL</strong></td>
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<tr>
<td><strong>NAME:</strong></td>
<td>Graham Cox</td>
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<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>B Com, LLB</td>
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<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>KZN Law Society, Association of Arbitrators Southern Africa</td>
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<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>PO Box 913, Umhlanga Rocks, 4320</td>
</tr>
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</table>
| **TEL NO:** | (Work) (031) 536 8519  
 (Fax) (031) 536 8088  
 (Cell) 082 576 4445  
 (Email) gcox@coxyeats.co.za |
| **OCCUPATION:** | Attorney |
| **PRINCIPAL AREAS OF EXPERIENCE:** | Contract Law |
| **PREFERRED AREAS OF INVOLVEMENT** | Contractual disputes |

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</table>
| **TEL NO:** | (Work) (032) 946 3760  
 (Cell) 082 920 6116  
 (Email) jhgod@mweb.co.za |
| **OCCUPATION:** | Civil Engineer |
| **PRINCIPAL AREAS OF EXPERIENCE:** | Dispute Resolution; Civil & building works; Program analysis. |
| **PREFERRED AREAS OF INVOLVEMENT** | Arbitration; adjudication; mediation; expert witness. |
### ARBITRATOR/ADJUDICATOR

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Simon Gerard Joubert</th>
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<td>POSTAL ADDRESS:</td>
<td>14 Armstrong Drive, Wembley, Pietermaritzburg, 3290</td>
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<tr>
<td>TEL NO:</td>
<td>033 347 1600</td>
</tr>
<tr>
<td></td>
<td>082 827 8055</td>
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<tr>
<td></td>
<td><a href="mailto:simonj@sivest.co.za">simonj@sivest.co.za</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Civil Engineer,</td>
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<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Water, roads, structures</td>
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### MEDIATOR

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<tr>
<th>NAME:</th>
<th>Grant Norman Lister-James</th>
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<tr>
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</tr>
<tr>
<td></td>
<td>086 684 4560</td>
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<tr>
<td></td>
<td><a href="mailto:grantlj@iafrica.com">grantlj@iafrica.com</a></td>
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# ARBITRATOR/MEDIATOR/ADJUDICATOR

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**POSTAL ADDRESS:**
UNIT 1 GLEN NAVAR 18 CHURCHILL AVE LA LUCIA 4051

**TEL NO:**
- (Work) 031 572 6262
- (Fax) 086 510 5058
- (Cell) 083 792 6262/083 7826063
- (Email) cemorgan@yebo.co.za

**OCCUPATION:**
PROFESSIONAL CIVIL ENGINEER/ PROJECT Manager

**PRINCIPAL AREAS OF EXPERIENCE:**
CIVIL AND BUILDING CONSTRUCTION

**PREFERRED AREAS OF INVOLVEMENT**
DISPUTES ARISING FROM MAJOR BUILDING AND CIVIL ENGINEERING CONTRACTS.

---

**PERSONAL INFORMATION**

**NAME:**
STEPHEN DAVID POORTER

**ACADEMIC QUALIFICATIONS:**
BScEng(Civil), BCom, Advanced Construction Law

**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:**
Pr Eng, Professional Engineer ECSA,
Pr CM, Professional Construction Manager SACPCMP,
Member SAICE,
Fellow of Association of Arbitrators

**POSTAL ADDRESS:**
11 Douglas Road, Cowies Hill, 3610

**TEL NO:**
- (Work) 031 702 3629
- (Fax) 086 587 2384
- (Cell) 083 307 0172
- (Email) steve@poorter.co.za

**OCCUPATION:**
Civil Engineer, Project Executive

**PRINCIPAL AREAS OF EXPERIENCE:**
Civil and Building Construction

**PREFERRED AREAS OF INVOLVEMENT**
Construction Disputes

---

**PERSONAL INFORMATION**

**NAME:**
GA Moore

**ACADEMIC QUALIFICATIONS:**
MSAACE, MSAICE, MSAISE, MInstCE, Pr Eng

**MEMBERSHIP OF INSTITUTIONS/SOCIETIES:**
MSAACE, MSAICE, MSAISE, MInstCE, Pr Eng
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<tr>
<td></td>
<td>(Cell) 082 114 4457</td>
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<tr>
<td></td>
<td>(Email) <a href="mailto:dbn@siyenza.co.za">dbn@siyenza.co.za</a></td>
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<td>Retired Partner: AA Loudon &amp; Partners</td>
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<td>PREFERRED AREAS OF INVOLVEMENT</td>
<td>Building Structures, Civil Structures, Soil/Structure interaction, Refurbishment/Rehabilitation of Structures</td>
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**MEDIATOR / ARBITRATOR/ADJUDICATOR**

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<td>MSAICE,</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 1223, Kloof, 3640</td>
</tr>
<tr>
<td>TEL NO:  (Work)</td>
<td>(031) 764 3975</td>
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<td>(Fax)</td>
<td>(031) 764 4545</td>
</tr>
<tr>
<td>(Cell)</td>
<td>082 459 9968</td>
</tr>
<tr>
<td>(Email)</td>
<td><a href="mailto:verneng@iafrica.com">verneng@iafrica.com</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Consulting Civil and Structural Engineer</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Civil Engineering, Infrastructure – roads, sewerage, storm water drainage, water reticulation</td>
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### MEDIATOR/ADJUDICATOR

**PERSONAL INFORMATION**

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<tr>
<th>NAME:</th>
<th>Errol Tate</th>
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<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc Eng (Civil), MBA, Certificate in Construction Adjudication</td>
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<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>Pr. Eng. ECSA, MSAICE</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>P O Box 1595 Westville 3630</td>
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<tr>
<td>TEL NO: (Work)</td>
<td>031 2624001</td>
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<td>(Fax)</td>
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</tr>
<tr>
<td>(Cell)</td>
<td>082 4525504</td>
</tr>
<tr>
<td>(Email)</td>
<td><a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Technical Consultant and Adjudicator</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Roads (Urban &amp; Rural) Dams, Airfields, Power Stations, Pipelines, Major Industrial and Building Projects</td>
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<tr>
<td>PREFERRED AREAS OF INVOLVEMENT</td>
<td>All Construction related disputes in Civil, Building and Multi-disciplinary projects</td>
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### MEDIATOR / ARBITRATOR/ADJUDICATOR

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Clive Wilson</th>
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<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc (Civil Engineering) Univ of Natal 1973 ; MS Univ California (Geotechnical Engineering) 1981 ; Certificate in Arbitration ; Certificate in Arbitration ; Certificate in Mediation</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>Member SAICE ; Fellow Association of Arbitrators (Southern Africa)</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 6060, Kirtlington, Hillcrest, 3624</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>(031) 765 5798</td>
</tr>
<tr>
<td>(Cell)</td>
<td>082 464 6157</td>
</tr>
<tr>
<td>(Email)</td>
<td><a href="mailto:clive.wilson@wilsonpass.com">clive.wilson@wilsonpass.com</a></td>
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<tr>
<td>OCCUPATION:</td>
<td>Consulting Civil Engineer, Arbitrator, Part-time lecturer at UKZN in contract law</td>
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<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Structural and Geotechnical, civil engineering, including tunnels and other underground work</td>
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<td>Civil, Structural and geotechnical engineering</td>
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<th>M G Williams</th>
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<td>Pr Eng BSc Civil (Eng)</td>
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<td><strong>POSTAL ADDRESS:</strong></td>
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<tr>
<td><strong>TEL NO:</strong></td>
<td>(031) 767 2470</td>
</tr>
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<td><a href="mailto:mgw@iafrica.com">mgw@iafrica.com</a></td>
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<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Consulting Engineer</td>
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### WESTERN CAPE

#### MEDIATOR / ARBITRATOR/ADJUDICATOR

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<tr>
<td><strong>NAME:</strong></td>
<td>WD Claassen</td>
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<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>National Diploma for Technicians, BSc Hons Engineering. Higher Diploma in Arbitration.</td>
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<td><strong>TEL NO:</strong></td>
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<td>(Fax) (044) 6981392</td>
</tr>
<tr>
<td></td>
<td>(Cell) 082 715 9384</td>
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<tr>
<td></td>
<td>(Email) <a href="mailto:wclaassen@intekom.co.za">wclaassen@intekom.co.za</a></td>
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<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Civil Engineer</td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Dispute Resolution for GCC, JBCC,FIDIC NEC</td>
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#### MEDIATOR

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<tr>
<td><strong>NAME:</strong></td>
<td>JT Grobbelaar</td>
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<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
<td>GD, BSc (Eng), B Com, LLB, GRE (Water)</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
<td>MSAICE, MSAIMechE, AArb, MWISA, Advocate of the High Court admitted Pretoria 1961</td>
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<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
<td>8 Strathcona, Road, Oranjezicht, Cape Town, 8001</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
<td>(Work) (021) 465 2435</td>
</tr>
<tr>
<td></td>
<td>(Home) (021) 461 2861</td>
</tr>
<tr>
<td></td>
<td>(Cell) <a href="mailto:theo48@iafrica.com">theo48@iafrica.com</a></td>
</tr>
<tr>
<td><strong>OCCUPATION:</strong></td>
<td>Arbitration, Mediation, Alternative Dispute Resolution</td>
</tr>
<tr>
<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
<td>Construction Contracts, Portable and waste water treatment</td>
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<td><strong>PREFERRED AREAS OF INVOLVEMENT:</strong></td>
<td>Contractual disputes</td>
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### MEDIATOR / ARBITRATOR

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<tbody>
<tr>
<td>NAME:</td>
<td>John Cellarius Hulme</td>
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<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>B Sc Eng (UCT), GDE (UCT), MDP PM (UNISA)</td>
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<td>POSTAL ADDRESS:</td>
<td>PO Box 50069, Waterfront, 8002</td>
</tr>
<tr>
<td>TEL NO:</td>
<td>(021) 417 2180</td>
</tr>
<tr>
<td></td>
<td>(021) 434 0576</td>
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<tr>
<td></td>
<td>(021) 417 2190</td>
</tr>
<tr>
<td></td>
<td>083 276 1111</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jhulme@iafrica.com">jhulme@iafrica.com</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Consulting Engineer</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF</td>
<td>Civil and Structural Engineering</td>
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<tr>
<td>EXPERIENCE:</td>
<td>Building and Engineering contracts</td>
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<td>NAME:</td>
<td>Mark Ilbury</td>
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<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>M Dip Tech (Civ Eng), LLB (Cum Laude)</td>
</tr>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>40A Newlands Road, Claremont, Cape Town 7708</td>
</tr>
<tr>
<td>TEL NO:</td>
<td>0824561717</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mark@constructionlaw.co.za">mark@constructionlaw.co.za</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Construction Lawyer</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF</td>
<td>Construction related disputes in the field of extensions of mine defects, variations, cancellations and damages</td>
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<td>EXPERIENCE:</td>
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<tr>
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<td><a href="mailto:mark@constructionlaw.co.za">mark@constructionlaw.co.za</a></td>
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### MEDIATOR

**PERSONAL INFORMATION**

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<thead>
<tr>
<th>NAME:</th>
<th>Robert Hawker Kingdon</th>
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<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc (Engineering) Mining; London UK</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
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</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>18 Alma Road, Claremont, Cape Town 7708</td>
</tr>
<tr>
<td>TEL NO:</td>
<td>(Work) (021) 671 8157 (Fax) (021)671 8157</td>
</tr>
<tr>
<td></td>
<td>(Cell) 074 232 3165 (Email)</td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Part-time lecturer in Construction materials at CPUT</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Asphalt Technology</td>
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<td>PREFERRED AREAS OF INVOLVEMENT:</td>
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### MEDIATOR

**PERSONAL INFORMATION**

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<thead>
<tr>
<th>NAME:</th>
<th>DCR MacKellar</th>
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<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc (Eng), MA (Oxon)</td>
</tr>
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<td>Unit 6312 Erinvale, Somerset West, 7130</td>
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<tr>
<td>TEL NO:</td>
<td>(Work) (021) 847 1451 (Fax)</td>
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<td>(Cell) 083 230 7336 (Email)</td>
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<tr>
<td>OCCUPATION:</td>
<td>Retired Consulting Engineer</td>
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<tr>
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### MEDIATOR

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<tr>
<th>NAME:</th>
<th>Peter L Odell</th>
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<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>MSs Eng (Mining), BSc Eng (Civ), B Com LLB, Mine Manager’s Certificate competency</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>4 Starboard Street, Admiral Island, Port Own, Velddrif, 7365</td>
</tr>
<tr>
<td>TEL NO: (Work) (Cell) (Email)</td>
<td>(022) 783 1186 082 9431667 <a href="mailto:pdodell@gmail.com">pdodell@gmail.com</a></td>
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<tr>
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<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
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### MEDIATOR / ARBITRATOR

#### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Theunis van Zyl</th>
</tr>
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<tbody>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>Pr Tech Eng, Pr CPM, Pr CM, B Tech Eng, Cert in Arbitration, Cert in MDP</td>
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<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>SAICE, ECSA, SACPCMP, AASA,</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 547, Brackenfell, 7561</td>
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<tr>
<td>TEL NO: (Work)</td>
<td>(021) 981 4229</td>
</tr>
<tr>
<td>(Fax)</td>
<td>(021) 981 4298</td>
</tr>
<tr>
<td>(Cell)</td>
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<td>(Email)</td>
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#### PRINCIPAL AREAS OF EXPERIENCE:

45 years Post Graduate experience in Railways, Civil Structures, Township Infrastructure, Major Roads & Bridges, Harbours, Marine Works, Dams & Building Work – a large portion gained in Africa (outside South Africa)

#### PREFERRED AREAS OF INVOLVEMENT

All types of Civil Engineering and Building Construction (Rail; Roads; Infrastructural Services; Heavy Industrial Concrete Works; Industrial, Commercial & General Building Works) Insurance Claims Dispute Management, Avoidance and Resolution.
<table>
<thead>
<tr>
<th>Name:</th>
<th>C T Du Toit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>(044) 691 9038</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:tertius@juretec.co.za">tertius@juretec.co.za</a></td>
</tr>
<tr>
<td>Occupation:</td>
<td>Pr Eng; Advocate; Arbitrator/Mediator/Dispute Adjudicator</td>
</tr>
<tr>
<td>Principal Areas of Experience:</td>
<td>Civil Engineering and Tunnel Construction; Building Construction (total = 46 years)</td>
</tr>
<tr>
<td>Preferred Areas of Involvement:</td>
<td>Any dispute in the civil engineering and Building Industries tunnelling and underground works</td>
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<table>
<thead>
<tr>
<th>Name:</th>
<th>Eva Wise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>082 824 3261</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:tertius@juretec.co.za">tertius@juretec.co.za</a></td>
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<tr>
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<td>Geotechnical Engineer</td>
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<td>Principal Areas of Experience:</td>
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<tr>
<th>NAME:</th>
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<tr>
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</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>0533823012</td>
</tr>
<tr>
<td>(Fax)</td>
<td>0283122492</td>
</tr>
<tr>
<td>(Cell)</td>
<td>0722526287</td>
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<td><a href="mailto:CAWS@adept.co.za">CAWS@adept.co.za</a></td>
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<tr>
<td>OCCUPATION:</td>
<td>Retired Engineer on SAICE P.D.&amp; P.</td>
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<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
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<tr>
<td>POSTAL ADDRESS:</td>
<td>Private 1091, Helderberg Village, Private Bag X19, Somerset West</td>
</tr>
<tr>
<td>TEL NO: (Work)</td>
<td>(021) 855 5075</td>
</tr>
<tr>
<td>(Fax)</td>
<td>083 267 46797</td>
</tr>
<tr>
<td>(Cell)</td>
<td></td>
</tr>
<tr>
<td>(Email)</td>
<td><a href="mailto:brian@spotte.net">brian@spotte.net</a></td>
</tr>
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</tr>
<tr>
<td>OCCUPATION:</td>
<td>Civil Engineering Consultant</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Road Pavement design, Road construction, Dam design and construction, construction materials, geotechnics, dispute resolution</td>
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## MEDiator / /Arbitrator/ ADjudicator

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<tbody>
<tr>
<td><strong>NAME:</strong></td>
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<tr>
<td>Wynand Frederik Bloem</td>
</tr>
<tr>
<td><strong>ACADEMIC QUALIFICATIONS:</strong></td>
</tr>
<tr>
<td>BSc (BEng) (Civil) University of Stellenbosch, BEng (Hons) (Construction Management) University of Pretoria, Higher Diploma in Arbitration with Specialization in Construction Contract Law: Association of Arbitrators (Southern Africa), Certified Mediator meeting the National DISAC and International Civil Mediation Council requirements through the Society of Mediator's School of Mediation, London in Association with the Association of Arbitrators Southern Africa</td>
</tr>
<tr>
<td><strong>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</strong></td>
</tr>
<tr>
<td>Pr Eng with ECSA, Member SAICE, Fellow Association of Arbitrators (Southern Africa) (FAArb), Project Management Professional with PMI Pennsylvania USA (PMP), Member firm CESA and Member firm of the Master Builders Association (MBA) Northern Cape.</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS:</strong></td>
</tr>
<tr>
<td>Postnet Suite #167, Private Bag X2, Diamond. 8305</td>
</tr>
<tr>
<td><strong>TEL NO:</strong></td>
</tr>
<tr>
<td>(Work) +27 72 241 2309</td>
</tr>
<tr>
<td>(Home) +27 72 241 2309</td>
</tr>
<tr>
<td>(Fax) <a href="mailto:wynand.bloem@vodamail.co.za">wynand.bloem@vodamail.co.za</a></td>
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<tr>
<td>(Email)</td>
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<td><strong>PRINCIPAL AREAS OF EXPERIENCE:</strong></td>
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<td>Commercial, Construction and Project Management, Dispute resolution. NEC, JBCC, GCC, FIDIC</td>
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<td>All disciplines on Projects in the Construction, Building, Mining, Petro Chemical fields.</td>
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### WESTERN CAPE

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<tbody>
<tr>
<td>NAME:</td>
<td>NAC Nilen</td>
</tr>
<tr>
<td>ACADEMIC QUALIFICATIONS:</td>
<td>BSc Eng</td>
</tr>
<tr>
<td>MEMBERSHIP OF INSTITUTIONS/SOCIETIES:</td>
<td>Pr Eng, MICE, MSAICE, C Eng, FAArb</td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>PO Box 107 Plettenberg Bay 6600</td>
</tr>
<tr>
<td>TEL NO: (Work) (Email)</td>
<td>066 3068808 <a href="mailto:nilences@global.co.za">nilences@global.co.za</a></td>
</tr>
<tr>
<td>OCCUPATION:</td>
<td>Civil Engineer, currently practicing as a consultant specialising in dispute resolution</td>
</tr>
<tr>
<td>PRINCIPAL AREAS OF EXPERIENCE:</td>
<td>Dams, roads, Railways, pipelines, heavy civil concrete works, structural steelwork, transmission lines, thermal and hydroelectric power, marine works. 23 years in contracting, 27 years as a consultant. Adjudication, Arbitration, DAB’s mediation.</td>
</tr>
<tr>
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</table>
TONY ASHFORD Pr Eng, FAArb – Independent Consultant

Date of Birth: 21 June 1946
Nationality: British (and RSA Citizen)
Registrations: ECSA, 1983; Association of Arbitrators (SA) – Fellow, 2003;
Member – Dispute Resolution Board Foundation.

Tony Ashford has 45 years of experience in the design and contract management of a variety of civil engineering projects in the Southern and Central African region. He has played a leading role as both project manager and team member in a number of significant projects and has specialized in: the preparation of planning and study reports; contract law, including formal training and experience in alternative dispute resolution procedures; contract documentation (FIDIC, GCC ‘Blue Book’, JBCC and other forms) and the supervision of major construction projects for public and private sector clients and various international agencies such as the World Bank, KFW, ADB, EU and others. He now concentrates on assisting in the avoidance of and/or the resolution of contractual disputes through his appointments to Dispute Boards or by direct appointments as arbitrator, mediator or facilitator (in the case of amicable settlements).

EARLIER ASSIGNMENTS:
Highway Construction and Maintenance Engineer for the Botswana National Transport Study in association with Hoff and Overgaard from Denmark;
“The Engineer” under FIDIC Conditions of Contract for Mahalapye-Serule Road, Lobatse-Ramatlabama Road, Dumela-Ramogkwebana Road, Komana-Sehitwa Road, Sefophe-Martin’s Drift Road (all in Botswana);
“The Engineer” under FIDIC Conditions of Contract for many urban and rural infrastructure projects in Botswana, Mozambique, Lesotho, Swaziland and Zambia;
Specialist consultant appointed by UNCHS (Habitat) to undertake a study of the storm water drainage and fresh water supply systems for the island of Male in the Maldives;
Project Director (Contract Management) for 12 contracts undertaken for the Komati Basin Water Authority during the construction of the Maguga Dam in Swaziland involving detailed input over a 5 year period;
Project Director (Contract Management) for the expansion of the Woodlands Water Treatment Works and associated facilities in Mbabane for the Swaziland Water Services Corporation, including all pre-contract tender processes to World Bank requirements involving 3 contracts over a 4 year period;
Expert witness for arbitration proceedings and township planning board hearing

RECENT ASSIGNMENTS:
Arbitrator for resolution of civil engineering and building contract disputes;
Contracts Specialist for the Trans-Caledon Tunnel Authority (TCTA) Vaal Pipeline Project (VRESAP) - an emergency scheme transferring raw water from the Vaal dam to Secunda;
Contract Specialist for the TCTA Mokolo-Crocodile Water Augmentation Project to supply bulk raw water to Medupi Power Station;
Contracts Specialist for the Maputo Water Supply Project Component 2 (Mozambique) funded by EU;
Expert witness in arbitration between residential township developer and consulting engineering company;
Litigation support services assisting in preparations for major arbitration relating to Vaal Pipeline Project.
Facilitator for amicable settlements between Nelson Mandela Bay Metro and civil contractor;
Provision of independent contractual opinion for Concor Roads and Earthworks relating to SANRAL Contract NR2, Section 11, Coega to Colchester,
Provision of independent contractual opinions for Metolong Authority, Lesotho, relating to the new Metolong Water Treatment Works and subsequent assistance in dispute board proceedings;
Facilitator for amicable settlements between Nelson Mandela Bay Metro and Civil Contractor; Provision of independent contractual opinion for Murray and Roberts Infrastructure relating to SANRAL Contract NR2, Section 20, Ngcweleni River to Brookes Nek; Mediator for dispute between Nelson Mandela Bay Metro and Mechanical/Electrical Contractor.

DAB/DRB ASSIGNMENTS:
One man DAB (sole adjudicator) for Mowana Copper Mine open cast contract at Dukwe, Botswana (value BWP1.75 billion);
DAB Member for the Livingstone – Seseke – Katima Mulilo Road funded by KFW for the Zambian Ministry of Works and Communications;
DAB Member of an ad-hoc board for a dispute between Eskom and Alstom (now ACTOM - mechanical and electrical contractor) relating to the turbine generator foundations for Kusile Power Station in Mpumalanga, currently under construction;
DAB Member for the TCTA Komati Water Scheme Augmentation Project (value R688 million);
DRB Member for disputes on the Nata-Kazungula Road in Botswana;
One man DAB (sole adjudicator) for TCTA Western Basin Acid Mine Drainage Contract in Gauteng (R450 million);
DAB Member for Kusile Power Station main civil works contract (initial value R3.5 billion);
DAB Member for TCTA Eastern Basin Acid Mine Drainage Contract in Gauteng (R1 billion);
One man ad-hoc DAB for a dispute relating to the Central Basin Acid Mine Drainage.

Periodic course presenter (for the last 10 years) for SA Road Federation courses in Contract Documentation and Contract Administration for civil engineering contracts (presenting several 3-day courses per year to delegates from the public and private sectors)

PETER ANDREW BAIRD

Pr Eng C Eng(UK) BSc(Hons) FICE MSAICE MAPM MPIMISA

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Email: bairda@iafrica.com

Contract experience
All NEC’s; FIDIC (new and old) GCC 1990- JBCC ICE MW

Dispute resolution experience
Acted as Adjudicator on NEC contracts in South Africa with rulings in petrol chemical, power utility, and building sectors. Acted as a member of FIDIC Dispute Review Board for North South Water Carrier Project Botswana. Acted as Project Neutral between parties in dispute prior to seeking adjudication, all of whom settled. Assisted in preparation of Founding Affidavits for court cases, and called upon by Senior Counsel to provide Expert Opinions on contracts. Assisted in preparation of Statements of Case and Response for NEC Adjudication. Acted as member of domestic settlement team on major and complex projects for parties wishing to avoid formal dispute processes.

Career
Qualified as a Civil Engineer and worked in design offices in London, San Francisco and Johannesburg. Switched to project management in 1982 and specialization in contracts from 1991.

1962 Vacation design experience in San Francisco as a result of student award, Middle Fork American River Project.

1963-1977 Design Engineer Halcrows (London) Keeve Steyn (RSA) Orange Fish Tunnel Project and Sasol 2, Kier Ltd (UK) Didcot Power Station, Roberts Construction (RSA) BBRV prestressing systems. Factory and Group Technical Manager for Rocla Pipes,

1977-1980  Project Engineer Posford Duvivier on major harbour and military projects in Libya.

1980-1982  Head of Contracts for Fluor (UK), Manchester office.

1982-1997  Eskom Project Engineer and Project Manager on large coal fired stations and pumped storage schemes and then Corporate Contracts Consultant for Eskom since 1991, implemented the NEC system in Eskom and South Africa in general.

1998  Set up independent consulting practice specializing in professional services on contracts in all categories of works, services and supply and all disciplines. Advisor on all aspects of engineering and construction contracts, dispute management and preparation, training and presentations at public and private seminars in RSA, Holland, UK, China, Nepal and Botswana.

International experience

Languages: English

Official positions held

CHRIS BINNINGTON

BSc (Hons) Eng, MBL

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Fax:  (011) 888 2296
Email:  cdb@bca.co.za

Membership of Professional Institutions
Pr Eng, F.I.MechE, F.A.A.Arb

Experience and fields of work
Multi Diplomacy Construction, Project Management Dispute Resolution

Chris Binnington has written and presented on more than 20 occasions a 1 day CESA accredited course on adjudication. He is on Transnet, ESKOM and SAICE panels of adjudicators. He has acted as adjudicator in over 20 disputes and was the Chairman of the DAB for the Port Elizabeth 2010 stadium. He has assisted in a number of organisations to set up and train their adjudication panels including the Coega Development Corporation; Windhoek City Council; and Amplats. In addition he has assisted the claimant or the defendant to prepare and present their submissions in more than 40 disputes. He has lectured construction contract law through 1 and 2 day courses to more than 8 000 delegates over the past 20 years and has been the Chairman of the Association of Arbitrators (Southern Africa) for the past 12 years. He has written Rules for the conduct of adjudications and developed an improved timeline for the conduct of adjudications.

Specializing in
Dispute resolution
WYNAND FREDERIK BLOEM

BSc (BEng) (Civil) University of Stellenbosch, BEng (Hons) (Construction Management) University of Pretoria, Higher Diploma in Arbitration with Specialization in Construction Contract Law: Association of Arbitrators (Southern Africa), Certified Mediator meeting the National DISAC and International Civil Mediation Council requirements through the Society of Mediator’s School of Mediation, London in Association with the Association of Arbitrators Southern Africa.

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E-mail: wynand.bloem@vodamail.co.za
Cell: 072 241 2309

Membership of Professional Institutions
Pr Eng with ECSA, Member SAICE, FAArb: Fellow Association of Arbitrators (Southern Africa), Project Management Professional (PMP) with Project Management Institute Pennsylvania USA. WFB Project Management Services is a member firm of CESA and of the Master Builders Association (Northern Cape).

Experience and fields of work
Involved in dispute resolution for more than 25 years. Acted since 1999 as Mediator, Adjudicator or Arbitrator in a range of Engineering/Building/Construction related disputes based on JBCC, NEC, GCC or FIDIC. Alternatively acted as Claims/Commercial/Contractual Consultant for a variety of national and international Clients.

Specializing in
Building, Construction, Mining and Petrochemical Plant and Infrastructure type Projects.

Dispute resolution experience
Acted as Mediator in more than 20 Mediations, as Adjudicator in 12 ad hoc Adjudications and as Arbitrator in 6 Arbitrations; all since 2010. Currently one of the three member Dispute Adjudication Board utilizing FIDIC for the Vaal Gamagara Pipeline Phase 1. Prepared more than 30 submissions for Adjudication.

Commercial/Contractual consultation inter alia for MDM Technical Africa (Pty) Ltd part of MDM AMEC Foster Wheeler on its Cullinan Mill Extension Project for Petra Diamonds Ltd, for Sasol Mining at its new Shondoni, Impumulelo and Thubelisha Mines, Sasol Technology (Pty) Ltd on its FTVWP Project Sasolburg, its new Infrachem Laboratory, Monomers New Administration Building (JBCC) and Alterations to existing Workshop and SUEP Projects all at Sasolburg, GHHER Project, Corroded Fire Network Project, VOC Abatement, Tar Value Chain Project, Infrachem Laboratory Project, for Gear Mining Company on its involvement on the new Kusile Power station for Alstom and Eskom, Gear at the Wessels Mine project with its claims against BHP Billiton, for SASOL Synfuels (Pty) Ltd in connection with the Project Landlord at Secunda, for Bateman Engineering Sishen Expansion Project at Kathu in the Northern Cape, for SASOL Technology (Pty) Ltd on its Project Turbo.

International experience
Commercial/contractual consultation on inter alia the following projects; , to AMEC Foster Wheeler on the new Husab Uranium Mine, Namibia, Swaziland for Swakop Uranium (Pty) Ltd, to QKR Namibia, Swaziland on its Navachab Gold Mine Namibia, Swaziland, MDM Engineering on its involvement with the Bulyanhulu Gold Mine project Tanzania, Sasol’s Natural Gas CPF 183 Project in Mozambique, Bateman at its Traficura’s AEMR Kasinga North and South Iron Ore Project Angola, for Bateman Projects limited on the Trekkopje Uranium Project Namibia, Swaziland for Areva, for AB Ventures Ltd and Bateman Projects Ltd on its New Lumwana Copper Mine and Process Plant
Project in Zambia, for SASOL Technology (Pty) Ltd on its Mozambique/Secunda Natural Gas Pipeline Project, for Bateman Engineering on the Skorpion Zinc Mine and Refinery Project in Namibia, Swaziland for Anglo Base Metals Ltd.

PATRICK FRANCES CROWLEY (FRANK) Pr Eng

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HALFWAY HOUSE Kyalami Estates
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Gauteng

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Cellular 082 373 4000
Facsimile 0867162767
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Charneschuflz@Telkomsa.Net

Year Of Birth 1945
Country Of Birth Ireland
Nationality South African
Language English

EDUCATION

1967 BE University of Ireland (Cork)
1989 Senior Executive Programme MIT USA.

PROFESSIONAL ASSOCIATIONS

Fellow SA Institute of Civil Engineers
Fellow Academy of Engineering
Fellow Association of Arbitrators

Member of DRBF

Accredited Mediator LSM

PUBLIC OFFICE HELD

1997 – 2000 Member of CEAC
1997 – 1998 President of SAFCEC
1983 – 1984 Chairman SAICE Construction Division.

PUBLICATIONS

1978 SAICE Transactions “Contracting under time restraint”.

PRESENT EXECUTIVE POSITION

Retired January 2005.
EXPERIENCE


1969 – 1971 Site Agent John Murphy & Sons, Namibia, Swaziland

1971 – 2005 Held various Management positions from Site Agent to Group Managing Director at LTA. Was appointed Group Managing Director of LTA in 1998 and Group Managing Director of Grinaker-LTA after the acquisition of LTA by Aveng in 2000. Retired as MD of Grinaker-LTA in 2003

2005 – 2008 Independent Member of Contracts Committee at SANRAL.
2008 - 2011 Independent Non-Executive Director of Johannesburg Road Agency.

PRESENT
Arbitrator, Mediator & Adjudicator.
Consultant.

EXPERIENCE IN ADJUDICATION AND DISPUTE RESOLUTION

Member of the DAB on Pipeline Project from Vaal Dam to Sasol, approximate value R1.5 Billion. The Project was started in 2006 and completed in September 2008.

Member of a three member International DRB for Gautrain, value of Project approximately R25 Billion. This DRB started in 2007 and ended in mid 2012.

Member of a three member DAB on 8 projects for GFIP (Gauteng Freeway Improvement Project) approximate value R11 Billion. This DAB ended mid 2012.

One member DAB on the University of Botswana Academic Hospital Project. Approximate value R1.5 Billion. This DAB ended early 2015.

One member DAB on the Housing project for the Academic Hospital at the University of Botswana. Approximate value R200 Million. This DAB ended early 2015.

One member DAB on the University of Botswana Administration Block. This DAB ended late 2016. Presently serving as Chairman of a three member DAB on the Mount Edgecombe interchange.

Presently carrying out a number of private Arbitrations, Adjudications and Mediations.

Extensive experience as a facilitator during my working career.

WILLEM DANIEL CLAASSEN

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(Home):  (044) 698 1392
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Professional Qualifications
National Diploma for Technicians — 1961 — Pretoria Technikon
BSc Eng — 1969 — University of Pretoria
BSC Hons Eng — 1987 — University of Pretoria
Certificate in Arbitration — 1996 — Association of Arbitrators
Higher Diploma in Arbitration — 1998 — Association of Arbitrators

Professional Associations
South African Institution of Civil Engineering — Fellow
Association of Arbitrators — Fellow
Engineering Council of South Africa — Pr Eng

Detail of lecturing or teaching activities
Presented seminars on GCC 2004 and GCC 2010 to well over 1500 persons.

Detail of published books, articles, papers or papers presented at conferences, etc.

Detail of experience as adjudicator during the past five years:
Heaton v N V Properties
ACV Civils v Western Cape Department Transport and Public Works
Penny Farthing Eng v Nelson Mandela Bay Municipality

Detail of experience as mediator during the past five years:
Thesens Sawmilling v Civils 2000
Knysna Housing v Contractor
Penny Farthing v Nelson Mandela Bay Municipality

Detail of experience as arbitrator during the past five years
F20 Trust v Chris Mulder Associates
J H Barry Builders v Roux
Bretcon v Riethoff
Lantern Developments v Luscombe
Crossley v Andre Vercueil Architects
Deacon Projects v Simola
Facil v Erasmus
Hamilton Nel Architects v Southern Ocean Seafoods
Joubert Construction v Midnight Masquerade
Le Roux Construction v Van Staden
Hunter Mitchell v Colin Bernic

Principal areas of experience:
Construction
Dispute resolution
Contract Documentation
Construction works with adjudication / mediation / arbitration
**TERTIUS DU TOIT**


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Residence: ditto
Cell: 082 824 3261
Email: tertius@juretec.co.za

Membership of Professional Institutions
FSAICE ECSA FAArb

Experience and fields of work
General Civil and Railway Engineering; Tunnelling and underground work; Contract Administration;
Disputes Adjudication; Mediation and Arbitration; Occupational Health and Safety.

Author of publication: Project Management and Law Published by SAICE

Involved in Hex river tunnel disputes and arbitration cases

Specializing in
All disputes in building and engineering construction industries and specializing in tunnelling and underground construction.

Dispute resolution experience
JBCC6 disputes

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**GERHARDUS JOHANNES DU PLEISSIS**

1976: B Sc Eng (Civ), University of Pretoria; 2009: NQF 7 (LIC), CETA Accreditation No 5P5350)

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20 Buchholtz Street, Vincent, 5247, East London
Telephone: 043 726 4913
Cell: 083 651 4251
Email: gerduplt@mweb.co.za or gerharddup12345@gmail.com

Professional Registration
Pr.Eng. No. 820286, 1982 (ECSA); Pr. CPM. No. D/947/2006 (SACPCMP)
Membership of Professional Institutions / Associations
CESA – Retired Principal
SAICE – Member

Experience and fields of work
Procurement and Construction Contract Documentation; Construction Project Management;
Conceptual Planning and Design; Regional Infrastructure Planning and Design; Labour Intensive
Construction; Water Supply and Sanitation; Expert Witness; Forensic Investigation.

Specializing in
Engineering Contracts; Building Contracts; Project Management; Dispute Resolution; General Civil
and Structural Engineering Practice
Dispute resolution experience
Since 1996 Gerhard has been called upon to mediate, adjudicate and assist also as expert witness, in
many project disputes. The following are a few examples:
The Department of Roads and Public Works (DR&PW) and the Department of Health (DoH) in pending disputes on Government Projects.

The Department of Public Works (DPW) and the Department of Education (DoE) in a dispute with the Professional Service Provider (PSP) relating to rehabilitation of roof at the Baysville School.

Chris Hani District Municipality to assist with a Bid Acceptance dispute.

Investigate and advise the Department of Public Works on contractual issues relating to Madwaleni Hospital package plant dispute.

Mount Frere Social Cluster Projects for the Department of Public Works: Forensic Investigation – to assess liability relating to proposed building and PSP Contracts.

Professional Engineering Assistance and second opinion on design and documentation as well as handling of construction administration for Department of Public Works at Tower Hospital.

Report on dispute between Developer, Professional Team and Contractor at Regent Hotel and Mpongo Park.

Serve on Re-adjudication Panel of three relating to adjudication dispute of Fort Hare University and Others, TENDER UFH-SCM 05/2013, Provision of Student Accommodation in Fort Hare, Alice Campus.

Evidence in hearing resulting from fatal incident after collapse of a deep trench.

Ascot Park Home Owners Association vs Diddle Daddle Investments and Contractors: Unacceptable Building Work.

East London Health Resource Centre vs Mr Dev Naidoo N.O. and Others after storm damage to building.

Vaduba Investments vs Eastern Cape Parks Board relating to boundary fence upgrade.

PETER D’AGUAR

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Occupation: Civil Engineer

ACADEMIC QUALIFICATIONS

B Sc (Eng) Civil
Certificate in Arbitration
Certificate of Specialisation in Construction Law
Accredited Mediator (London School of Mediation)

MEMBERSHIP OF INSTITUTIONS/SOCIETIES
Pr Eng. C Eng, MICE, AAARb, QDR

PRINCIPAL AREAS OF EXPERIENCE

Engineer of record on numerous road construction contracts
Claim determination
Claim Adjudication (Member and Chairman of Dispute Adjudication Boards (DAB’s)
Claim preparation
Over 35 years of experience on road construction contracts and road design
(with emphasis on materials and pavements)
Civil Engineer related work, particularly roads and materials.
CARL AUGUST GELDENHUYS
BSc Hons (Civil Engineering) Diploma, Management Development Programme (Project Management) University of South Africa, Diploma, Association of Arbitrators

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Membership of Professional Institutions
ECSA PrEng, SACPCMP PrCPM, FSAAArb
Experience and fields of work
Engineering Contracts, Project Management, General Civil and Structural.

Specializing in
Carl completed his studies with the Association in 2011 and was allowed as Fellow of the Association early in 2012.
The modules were:
• The Law of Contract
• The Law of Delict
• The Law of Arbitration
• The Law of Evidence
During 2013 he also successfully completed the course “Specialization in Construction Law” presented by the Association
Dispute resolution experience
Carl has been involved in presenting various opinions to his colleagues internally on pending disputes. To date all the pending disputes could be resolved without referring the disputes to Adjudication or Arbitration.

The latest was a pending dispute between a mayor client body and a well-known construction company where the pending dispute was settled by the intervention of Carl acting as ADR agent for the client body along-side with a retired director as ADR agent of the construction company. Currently Carl is still a full time employee and has to date only been appointed as Arbitrator on one dispute. In this instance he was also able to convince the two parties in dispute to settle.
Carl has in the past years attended as many courses as possible, mostly presented by BCA, to enhance his contract law capability.
He also attended a two days course on Alternative Dispute Resolution and is a firm believer in ADR to resolve disputes.
Having been involved in 12 Public Private Partnership (PPP) projects to date as Technical Advisor, Carl has gained extensive experience in various contracts and agreements being applicable to the PPP environment.

NEVILLE GURRY (FORMER PROJECT DIRECTOR FLUOR)

Multi-Disciplinary Adjudicator

Country of Birth: South Africa
Nationality: South African
Language: English
Contact: 082 881 7266
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Education:
B.Sc.(Hons) Civil Engineering
M.Sc. Advanced Structural Engineering
Rhodesia Railways Scholarship
Commonwealth Scholarship
Beit Engineering Scholar
Management-London Business School
Pr Eng, C Eng, FSAICE, MICE, Pr.CPM.

PROFILE
13 APRIL 2012
From a gold mine in Mali to planning and project management the design and construction of Angola’s only Fina refinery, Neville Gurry has been at the forefront of building a legacy of world-class infrastructure across Africa for over 40 years.

The former chief executive of Cullinan Power Projects and former MD of Group Five Projects and industrial manufacturer Exchange Engineering, Neville was SAFCEC’s Executive Director. He assumed the position in October 2011, after serving as SAFCEC’s Contractual Affairs Manager for a number of years. He subsequently served in both positions.

Neville’s core responsibilities include facilitating the resolution of contractual disputes and advising members on the impact of legislation on their activities. An experienced proactive project manager with a wide range of skills and a broad understanding of all engineering disciplines, Neville also boasts on-site experience in multi-discipline construction. He is fully conversant with the PMBOK Guide and among his key strengths is the ease at which he is able to work with people of different cultures and backgrounds in a range of different environments. Clearly as a Project Director on lump sum turnkey work he has mediated and adjudicated numerous disputes.

Neville holds an MSc in advanced structural engineering and a BSc in civil engineering. He was a Beit Engineering Scholar and studied Management at the London Business School. He entered the civil engineering and construction industry in 1967 and has been actively involved in representing and promoting the sector since.

Before joining SAFCEC in 2009, Neville worked as a project manager and director for GRD Minproc (2006-2008) and a Project Director at Fluor Southern Africa for 10 years (1996 – 2006).

During his time at GRD Minproc, Neville project-managed the first uranium plant to be built in Namibia, Swaziland in recent decades, as well as a similar plant in Malawi. He was responsible for all construction and procurement activities, cost control, and project logistics. He also held specific responsibility for a gold plant in Mali and a nickel plant in Zambia.

As project director at Fluor Southern Africa, oversaw two expansions of the refinery in Angola, as well as refinery shut-down scoping and management for Angola’s Fina Refinery and Zambia’s Indeni Refinery. One of Neville’s proudest achievements, the Fina Refinery in Angola continues to be unmatched in most African countries. Neville was also the project director for the upgrading of Mozambique’s gas pipeline to South Africa and managed several petrochemical industry studies.

Neville has a great passion for training and development. While at Fluor, he also presented the company’s in-house project management course. He was one of the lecturers at SAFCEC’s Diamond Academy, which is addressing the civil engineering profession’s training and development needs. The aim is to produce the next generation of world-class civil engineers and related practitioners.

Neville’s experience also includes starting and running his own construction firm, NEG Engineering Construction, between 1994 and 1996, which focused on management and contracting in the mechanical, structural, and civil engineering fields.

Neville is an avid golf player. A married father of two, he enjoys keeping fit and abreast of what is also going on in his industry and other related sectors.
Professional Associations
• Registered Professional Engineer
• Chartered Engineer (MICE)
• Fellow South African Institution of Civil Engineers
• Professional Project and Construction Manager

Other
• Presents course on GCC (for SAICE)
• Presents courses on Construction and Project Management
• Presents course on Construction Claims
• Consults on Construction issues.
• Mediates and Adjudicates on multi-disciplinary disputes

CV
Personal Profile
An experienced proactive project manager with a wide range of skills and a broad understanding of all engineering disciplines. Has had on-site experience in multi-discipline construction. Fully conversant with the PMBOK Guide. Has the ability to work with people of different cultures in a range of different environments. Has some knowledge of Portuguese having worked in Angola and Mozambique.

Key skills/ Expertise
• Project management in Petrochemical, Mining and Industrial Plants
• Planning and execution of refinery shutdowns (Petrochemical)
• Experienced in Lump sum Turnkey Project Execution
• Multi-disciplinary contracting experience
• Mediation
• Adjudication
• Planning and integrated cost control of projects
• Claim preparation and adjudication
• Contract administration
• Project auditing
• Ability to work in remote locations

Career History
October 2013 to Present: Own Business in Conjunction Specialist Construction Consultant. Consulting on all aspects of Multi-Disciplinary Construction specialising in Claims, Contracts, Adjudication, Mediation and Contracts (including sub-contracts).
January 2013 to September 2013: South African Federation of Civil Engineering Contractors Executive Contractual Affairs
October 2011 to December 2012: South African Federation of Civil Engineering Contractors – Executive Director (Full time)
March 2009 to September 2011 South African Federation of Civil Engineering Contractors Contractual Affairs Manager (Part time 30 hrs per week)
Responsible for facilitating the resolution of member contractual disputes and advising members of current legislation related to their activities. Responsible for the interpretation and application of current standard contract documents such as FIDIC, NEC etc. SAFCEC representative on several policy making committees.
Lectures on various types of Contracts
Lectures on new clauses in GCC 2010
Speaker at various CIDB breakfast meetings on Construction.

Earned Value (Marwilcor) – Part time
Project Manager
Preparation of Modikwa Phase 1 Mine Project Execution plan and schedule
Review of Original Modikwa feasibility study done by others
Preparation of WBS for Modikwa Phase 2 in accordance with Earned Valued principles
Claims Consultant
2006-2008 GRD Minproc (PTY) Ltd
January 2007-February 2009 Manager of projects
Responsible for the successful execution of all projects within the South African operation including:

- All construction and procurement activities
- All cost control on projects
- Contracts placed and project logistics
- Specific responsibility for the execution of a Gold Plant in Mali and a Nickel Plant in Zambia
- Assisted with several feasibility studies and presentations
- Preparation of preliminary schedules (programmes)
- Capital costs and man-power estimates

August-December 2006 Senior Project Manager
Project management of first Uranium Project to be built in decades in Namibia, Swaziland.

Duties included overall coordination of project including:

- Scheduling, engineering, procurement, logistics, site management, commissioning and handover.
- Preparation of monthly reports and completion of handover documentation
- Completion of BFS for Uranium plant in Malawi which included capital cost estimate and schedule for completion

1996-2006 Fluor Southern Africa

Project Director
Consulted and advised Fluor Projects and Sales Departments prior to assuming responsibility for individual projects.

- Responsible for bid and subsequent contract execution for 2 lump sum “turnkey” refinery expansions in Angola – this included shutdown planning for project integration into main Refinery
- Project Director for auditing total Refinery shutdown scoping and management for Fina Refinery in Angola
- Project Director for design and execution of upgrading of Gas Pipeline from Mozambique to South Africa
- Project managed several paid studies in the Petrochemical industry
- Project Director for shutdown scoping and management for Indeni Refinery in Zambia
- Basic engineering for SWS off gas to Sulphur plant in Natref
- Flotation Plant for Phosphate Development Corporation
- Smelter Plant for Phalabora Mining Company
- Project managed USA cake mix and dough facility from conception to commissioning
- Conducted feasibility study for similar facilities in India and Greece for the same client
- Presented Fluor in–house Project Management Course

1994-1996 Neg Engineering Construction
Business owner Own business, management and contracting primarily in the mechanical, structural, civil and piping fields
Chief Executive
1990-1992 Concor Engineering
Director
1987-1990 Exchange Engineering (Industrial Manufacturing company)
Managing Director
1980-1987 Group Five Projects (MEIP Construction Company)
Managing Director
1974-1980 Concor Construction (Civil Construction Company)
Project Engineer
1967-1974 Ove Arup and Partners (consulting Engineers)
Partner

BRIAN HOLLINGWORTH

BSc (Civil Engineering), MSc Hydraulics, MBA Business Administration, LLB Law

Address: Suite 63, Biz-X-Press, Private Bag X2, Lonehill, 2062, South Africa
Telephone: +27 083 2650277
Email: brian@brianwater.co.za

Membership of Professional Institutions
PrEng, FSAICE, FAArb, MWISA, MInstD.

Experience and fields of work

My career spans 50 years. At some time, I have been concerned with most aspects of civil engineering, including construction and contract administration. Currently, I am an independent working mostly at the intersection of engineering and the law. More recently I have worked in arbitration, adjudication and mediation as well as some policy and strategy development, research and training. Mostly this has been in the water sector.

Specializing in
Dispute Resolution
Engineering Contracts
Project Management
General Civil and Structural Engineering Practice

Dispute resolution experience
Since qualifying for fellowship of the Association of Arbitrators in 2004, I have been nominated as arbitrator, adjudicator or mediator on 17 construction disputes. More recent examples are as sole member of the Dispute Adjudication Board on the BWP1.2bn Dikgatlong Pipeline in Botswana (FIDIC), a building in Sandton (JBCC), a large diameter pipeline (GCC) and a house construction (MBA form).

I was for three years the Deputy Chairperson of the quasi-judicial Water Tribunal, which allowed me to hone my legal and particularly procedural skills. I have been a special advisor to the Board Technical Committee of TCTA, including on construction contractual matters. I am (2018) a member of the Board of Amatola Water and chair the Board Committee concerned inter alia with Amatola Water’s infrastructure implementation programme.
ANDREW LINDSAY GRIFFITHS

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Email: al.griffiths@gmail.com

Year of Birth: 1954
Country of Birth: Wales, UK
Nationality: British
Language: English

Education
1997 H Dip Arb, Association of Arbitrators (Southern Africa)
1990 MBA, University of the Witwatersrand
1979 MSc, Reading University, UK
1976 BSc (Hons), Leeds University, UK

Present Position
Director: Contractual Affairs, Hatch Africa (Pty) Ltd (member of the Hatch Group).
Following the merger of Goba (Pty) Ltd with Hatch on 1 April 2013.

Experience
2013 – present: ADJUDICATOR: Disputes on a pipeline diversion contract (NEC3)
2013 – present: DAB (Dispute Adjudication Board) Member: Dispute Board Member (Ad-hoc DAB) for a pipeline project in KZN (SA GCC 2010)
2013 – present: DAB (Dispute Adjudication Board) Member: Dispute Board Chairman (Standing DAB) for a structures contract at Kusile power station (FIDIC Red Book)
2013 – present: DAB (Dispute Adjudication Board) Sole Member: Dispute Board Sole Member (Standing DAB) for a roads contract in Northern Lesotho (FIDIC Red Book)
2013 – present: DAB (Dispute Adjudication Board) Member: Dispute Board Chairman (Ad-hoc DAB) for a 2nd contract at Medupi Power Station (FIDIC Yellow Book)
2013: MEDIATOR: Dispute on waste water treatment works (SA GCC2010) – Mediation successful.
2013: ADJUDICATOR: Disputes on gas pipeline project (NEC3).
2012 - present: DAB (Dispute Adjudication Board) Chairman: Standing Dispute Board Member for ORWRDP2 water pipeline and pump-station project (FIDIC Red Book).
2012 - present: DAB (Dispute Adjudication Board) Chairman: Dispute Board Chairman (Ad-hoc DAB) for a contract at Medupi Power Station (FIDIC Yellow Book).
2012: ADJUDICATOR: Disputes on gas pipeline project (NEC3).
2012: ADJUDICATOR: 2 Disputes on FT Wax Expansion Project Work Package 03 (NEC3).
2012: ADJUDICATOR: Dispute on FT Wax Expansion Project Work Package 06 (NEC3).
2012: ADJUDICATOR: 2 Disputes on pipeline diversion project (NEC3).
2011: ADJUDICATOR: Dispute on sewer & water pipeline project
2010: ADJUDICATOR: Dispute on water pipeline, reservoir and access road project
Mediation agreement achieved and dispute settled.
2009 – Present: MOKOLO – CROCODILE WATER AUGMENTATION PROJECT Chairman of Management Committee and Contracts Specialist for R14 billion pipeline project to supply water to the Lepalale / Waterberg Coalfield area.
2009: ADJUDICATOR - INGULA PUMPED STORAGE SCHEME, RSA
Adjudicator appointed under NEC Contracts in respect of 7 disputes arising out of the Contracts for the Main Access Tunnel and Construction Access Tunnels. All disputes settled on basis of adjudicators decisions.
2008 – Present: THUNE DAM, BOTSWANA Project Director for Thune Dam, a 32.5m high by 1,500m long clay core earth fill dam with a central RCC spillway. Project also includes a water treatment works, pump station, delivery pipeline and access road.

2005 – 2009: DAM SAFETY REHABILITATION PROGRAMME
Project Director for rehabilitation of nine dams (eight earth fill and one concrete) varying in height from 10m to 50m.

2008: ARBITRATOR - 6 DAMS, SMITHFIELD DISTRICT, RSA
Arbitrator for a dispute concerning the construction of 6 earth fill dams in Smithfield District of South Africa. The dams varied in height between 5 and 9m, the largest of which failed during first flood. The Disputes were settled during the arbitration hearing.

2003 – 2009: BERG WATER PROJECT SUPPLEMENT SCHEME CONTRACT
Chairman of the Management Committee and Contract Specialist. The Berg Dam comprises a 70m high by 990m wide concrete faced rock fill dam with a side channel spillway. Chairman of DAB for pump-station civil works, weir, balancing dam and desilting works.

2007 – Present: De HOOP DAM, RSA Management Committee Representative and Contract Specialist for De Hoop Dam, a 81m high by 1,020m long RCC dam with a central spillway.

2005 – 2009: VAAL RIVER EASTERN SYSTEM AUGMENTATION PROJECT (VRESAP) JV
Manco member and contracts specialist advisor for 120km, 1.9m dia pipeline from Vaal Dam to Secunda.

2005 – 2009: LESOTHO HIGHLANDS WATER PROJECT, FURTHER PHASES FEASIBILITY STUDY Member of the Management Committee and specialist reviewer.

2005: MEDIATOR : Factory roofing project

2004 – 2007:DURBAN HARBOUR TUNNEL Project Director for award winning soft ground subaqueous tunnels

2003 – 2005:LEEUWKOP RELIEF OUTFALL SEWER Project Director. Includes pipeline, tunnel, pipe bridge and short pipe-jack. Value 45m

1999 – 2004: LHWP, Phase 1B, Mohale Tunnel and Matsoku Diversion Project Director and “The Engineer”. Mohale Tunnel is 32 km long. Value R905 million. Matsoku Diversion Project comprises an 18m high mass concrete weir and 6 km long tunnel. Value R290 million.

2001 – 2002: MAGUGA DAM, SWAZILAND Management Committee. 110 m high, clay core rockfill dam. Project Value = R500 million


1998 – 2000: LHWP, PHASE 1A,KATSE DAM AND TRANSFER TUNNEL
1997 – 2001: Project Manager
1993 – 1997: Deputy Project Manager,
1990 – 1993: Senior Contracts Engineer, Project Value = R2.6 billion. Responsible for all aspects of JV’s operations for design, project management and construction supervision. The Engineer in terms of the FIDIC conditions of contract. Katse Dam: Double curvature concrete arch dam, 185m high. Transfer Tunnel: 45 km long, 5m dia TBM driven tunnel.

Professional Associations
FIDIC President’s List of Approved Dispute Adjudicators
CIDB list of Approved Adjudicators
Fellow, Association of Arbitrators (Southern Africa)
Director (Region 2) and Country Representative Coordinator, Dispute Resolution Board Foundation (DRBF)
Fellow, SA Institution of Civil Engineers
Fellow, Institution of Civil Engineers (UK)
Pr Eng, Professional Engineer (RSA)
C Eng, Chartered Engineer (UK)
Specialisation
Civil Engineering, particularly dams, tunnels and underground works. Dispute resolution - dispute boards, adjudication, arbitration and mediation.

Publications
2007 “Durban Harbour Tunnel – First Use of a Slurry Tunnel Boring Machine in South Africa”, by A Hindmarch, A Griffiths, A Officer and G Wittneben, RETC Conference, 2007 Rapid Excavation & Tunnelling Conference (RETC), 10-13 June 2007, Toronto, Canada [This paper was the recipient of the SANCOT Alec Wilson Memorial Award for the best paper on tunnelling, 2008]
1997 Special Issue, Proceedings of the Institution of Civil Engineers, ‘Lesotho Highlands Water Project – Project Management’ 992 Tuncon, ‘Engineer’s estimates for the Transfer Tunnel of the LHWP’

HUGH WILLIAM SEATON HODGE
BSc (Civil) Engineer, SACPE, ECSA
Address: P O Box 5037 Rivonia, 2128
Telephone: (011) 682 0655
Residence: (011) 807 3674
Email: hughh@xsinet.co.za

Membership of Professional Institutions
MSAICE

Experience and fields of work

Specializing in
Dispute resolution experience

IGNATIUS WILHELM (NAAS) HENNING
B Sc Eng (Civil), B Eng Hons, MBL, Certificate in Construction Adjudication

Home : 012 346 7922
Office : 012 8049702
Cell : 083 271 3180
E-mail :

Director – VIP Consulting Engineers
VIP Consulting Engineers (VIP) is a consulting engineering practice focusing on civil and structural engineering. Naas Henning is head of Construction Contract Administration for VIP. His responsibilities include the management of construction contract disputes on behalf of VIP’s clients. This include the Gauteng Department of Housing, the Ekurhuleni and Tshwane Metropolitan Municipalities and major private property developers. He is experienced in the GCC, NEC, FIDIC and JBCC standard forms of contract.
Experience

2011 – 2014 : Director - VIP Consulting Engineers
Project Leader for provision of municipal infrastructure for industrial development projects in the R21 Development Corridor in Kempton Park.
Contract documentation, procurement and contract administration for municipal infrastructure projects.
Management of construction contract disputes on behalf of the Employer in various contracts for the municipal infrastructure.
Expert witness on municipal infrastructure in court case on expropriation of land.
Adjudicator in a dispute between Sasol Technology and ThyssenKrupp Industrial Solutions (NEC3).

2002 – 2010 : Director - VIP Consulting Engineers
Lead consultant for the Gauteng Department of Housing’s Essential Services Program in Ekurhuleni.
Contract documentation, procurement and contract administration for municipal infrastructure and housing projects.
Project Leader for municipal infrastructure projects in Ekurhuleni, Tshwane, Witbank, Secunda and Mogale City.

1989 – 2002 : Director - VIP Consulting Engineers
Detail design and specification for municipal infrastructure, bulk water supply, bulk sanitation, pump stations and raising mains, regional stormwater systems and dams.
Tender and contract documents, procurement and construction monitoring for municipal infrastructure projects.

1989 – 1989 : Professional Officer - IDC
Financial analysis of funding propositions.

1981 – 1986 : Engineer/Senior Engineer - BKS
Member of the professional team for the system analysis for the Vaal River System.
Planning and design of bulk water supply system.
Design and documentation of municipal infrastructure projects.
Resident engineer for construction of 20 Ml waste water treatment works.

Professional Associations
Registered Professional Engineer (ECSA)
Association of Arbitrators – Associate
Society of Construction Law (UK) – Member
South African Association of Adjudicators – Member
Adjudication Society (UK) - Member
Other relevant information
Former member of the ECSA Professional Advisory Committee for Civil Engineering

Specialisation

SIMON GERARD JOUBERT
Address 14 Armstrong Drive, Wembley, Pietermaritzburg

Tel: 082 8278055,
Email: simonjoubert@sai.co.za

Profession Civil Engineer (Infrastructure Engineering)
Qualifications B. Sc (Eng) University of Natal, Durban (1991)
Fellowship exam (Association of Arbitrators)
Certificate in Construction Law (Association of Arbitrators)
Registrations Pr Eng (ECSA) F A Arb

Simon has performed the roles of standing Adjudication Board member and ad hoc Adjudication Board member and provided party support on disputes under the General Conditions of Contract 2004 and 2010. Further he has consulted on disputes in contracts under the FIDIC Red Book 1999 and has performed the role of Arbitrator on disputes under the JBCC and GCC forms of contract. Simon is a member of the Society of Construction Law for Africa (No SCLA0103)

DISPUTE RESOLUTION experience (2015 to date)

<table>
<thead>
<tr>
<th>JBCC (Principal, Short form and N/S)</th>
<th>GCC 2004, 2010, 2015</th>
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</table>

CASPER NICOLAAS KEMPFF

Pr Eng (Civil and Structural) Project Management (US Business School) Programme in Construction Adjudication (Enterprises – University Pretoria)

Address: P O Box 11202 Universitas Bloemfontein 9321
Mobile phone: 0027 82 782 7459
Email: cas@caskempff.co.za
Fax: 086 441 9028

Membership of Professional Institutions
Pr Eng (ECSA Reg No 890206) Project Management S.A. – (Membership No 17381456) SAICE (Member No 35900)

Experience and fields of work

31 years’ experience in roads, structures (buildings), structures (bridges) and drainage both in design, supervision, project management, dispute avoidance and dispute resolution

Specializing in
Dispute avoidance mainly in GCC, FIDIC and JBCC
**DANIEL JOHANNES LOURENS**

Pr Eng (Civil) Arbitration Certificate 2002 NQF level 7 Certificate Construction Road works (Labour Intensive) CETA

Address: P O Box 76144 Lynnwood Ridge, 0040
Telephone: (012) 8428700
Residence: (012) 361 4443
Email: dennis.lourens@telkomsa.net

**Membership of Professional Institutions**
Pr Eng (ECSA) PR CM (The SA Council for the Project and Construction Management Professions, FSAArb, Principal with SAACE, MSAICE

**Experience and fields of work**
Mediator Matemba vs. North West Roads Dept – colto
Mediator Matemba vs. City of Tshwane GCC 1990
Mediator GR Makopa vs. Madibeng Local Municipality GCC 1990
Mediator Empyreal vs. Bojanala Platinum Municipality GCC 1990
Mediator Moseme vs. Gautrans GCC 2004
Arbitrator Nico Swart Bouers vs Paul Blaenau – JBCC
Arbitrator Van Heerden vs. Jireh-Trust FIDIC
Arbitrator Archilline vs. Nagel – NEC
Arbitrator Matemba vs. City Tshwane-GCC 1990

**Specializing in**
25 Years’ experience as a Consulting Engineer specializing in construction supervision, dispute avoidance and dispute resolutions representing both employees and contractors.

Claims, adjudication, mediations, arbitrations in all construction disciplines specializing in GCC 1990, 2004, JBCC, FIDIC and NEC documentation, representing either Employer or Contractors.

**Dispute resolution experience**
As above.

---

**IAN SINCLAIR MASSEY**

Academic Qualifications
Diploma in Civil Engineering, Leeds College of Technology, UK

Address: Suite 4, Gillitts Office Park, 2 Rodger Place, Gillitts
Telephone: (031) 764 0811
Fax: (031) 764 5621
Cell: 082 574 9868
Email: imassey@mdaconsulting.co.za

**Membership of Professional Institutions**
Institution of Civil Engineers (UK) (M.I.C.E.)
Chartered Engineer
Experience and fields of work
Ian spent 18 years working as a contractor generally working on heavy foundation projects such as steel plants and coal handling facilities. Since specializing in Commercial Consulting, Ian has been involved in the promotion or defence of a great many claims and has acted as expert witness in a large number of disputes and arbitrations. Ian has specialised in acceleration and disruption claims.

Specializing in
Heavy civil engineering construction, bulk earthworks contracts including opencast mining, underground construction and tunnelling contracts, infrastructure projects including road, rail construction and pipeline contracts, petrochemical and paper manufacture plants, water and sewage treatment processing plants, power station and related energy plant contracts and engineering and structural steel construction works.

Dispute resolution experience
Ian has been appointed as an Adjudicator on a number of disputes. Ian is on the ICE-SA panel of NEC adjudicators and the CIDB panel of adjudicators.

Ian has assisted with the presentation of a great many adjudication submissions.

RICHARD LLOYD MORGAN

Address: Unit 1 Glen Navar
18 Churchill AVE
La Lucia 4051
KZN
Tel: (031) 572-6262
Cell: 083-792-6262 / 0837826063
Fax to Mail: 086 510 5058

Education
2003 : Certificate in Legal Practice
2002 : LLB (Unisa)
2001 : Fellowship: Association of Arbitrators (SA)
2000 : Certificate of Arbitration
1983 : Construction Management Programme (UCT)
1973 : B.Sc. (Civil) Engineering (UCT)

Present Position: Freelance Civil Engineer/Arbitrator/Legal Advisor on Building Law
Managing Member: Home Check
Assessor: Compensation Commissioner’s Court (KZN MBA Representative)

Experience
1984 – 1987 : Construction Director John Sisk & Son (SA) (Pty) Ltd
1974 – 1976 : Contracts Manager John Sisk & Son (Rhodesia) (Pty) Ltd
Professional Associations
Professional Engineer: Engineering Council of S.A.
Fellow: Association of Arbitrators (SA)
Member: Master Builders Association (KZN)
Member: SAICE

Specialisation

ADVOCATE PATRICK MICHAEL MACE LANE SC

Aisels Chambers, 4 Protea Place, Sandown, Sandton. And at: 39 Essex Street, London
Year of Call: South Africa 4 July 1977 United Kingdom 24 July 1997
Silk Call: 22 September 1993

Degrees and Membership:
- BA.LLB (Wits)
- Member of the Society of Advocates SA
- Member of the Bar of England, Scotland and Wales
- Advocate of the Supreme Court of SA
- Fellow: Chartered Institute of Arbitrators (CIarb)
- Chartered Arbitrator (CIarb)
- Life Fellow: Association of Arbitrators (Southern Africa)
- Associate Member: SA Institute of Civil Engineers (SAICE)
- Chairman: Africa ADR
- Member of the ICC Panel of Arbitrators
- Accredited Arbitrator of the Dubai International Arbitrator Centre (DIAC)
- Member of the Technology and Construction Bar Association (UK) (TECBAR)
- Member of The Society of Construction Arbitrators (UK)
- Accredited Mediator of the General Council of the Bar (UK)
- Legal 500 website: www.legal500.com.c.london-bar/commercial-arbitration
- Member of the Society of Construction Law
- Member of the Worshipful Company of Arbitrators
- Founding fellow of the Academy of Construction Lawyers
- Board Member of the International Academy of Construction Lawyers
- Vice-Chairman of the Guiding Committee of the China Africa Arbitration Centre
- Accredited Arbitrator of the Shanghai Arbitration Centre
- Accredited Arbitrator of the China Africa Arbitration Centre
- Member of the Executive of the Arbitration Foundation of SA
- Course Director for the Construction Arbitration module (AFSA/University of Pretoria)
- SA Representative on the BRICS Legal Forum

Areas of practice:
Prior to being called to the Bar in 1977, Patrick served his articles of clerkship at a leading Johannesburg firm of Attorneys during which time he passed the Attorney’s admission examinations and qualified and was admitted as an Attorney.

Fields of practice comprehend a specialization of Construction, Arbitration Law and Adjudication and generally in Contract, Commercial Insolvency, Professional Negligence, Banking, Insurance, IT, Landlord and Tenant and Mining Law.

A specialization in Construction Law has involved all aspects of Construction Claims and Contracts for both Employers and Contractors including disputes in relation to dams, roads, power stations, airports, air force Bases, harbours, pipelines (offshore and onshore), buildings, bridges, aluminium
refractories, hospitals, railway lines, cement filtration plants, sports stadiums, hotels, conveyors, heap leach pads, electrical installations, acid plants, crushing plants, paving, tunnelling, water reticulation, water proofing, geotechnical and geological issues, mechanical engineering contracts, sulphuric acid plants, trains, dredging, issues relating to concrete, piping and instrumentation, elevators, reinforcement, post-tension slabs, foundations, factories, multi project terminals and design.

Patrick is a member of the Maisels Group and 39 Essex Street Chambers in London and practices internationally in the United Kingdom, Europe and Africa.

He has received numerous appointments to act as arbitrator in relation to both domestic and international arbitrations both in South Africa and abroad and has chaired and been a member of a number of Dispute Adjudication Boards. He has been counsel in and a member of the tribunal under EU, ICC, DIAC, LCIA and UNCITRAL rules. He is presently chairing numerous adjudications as well as being a member of a number of Dispute Resolution Boards.

He has published a number of articles in The International Construction Law Review, Construction Law Journal, DIAC Journal and Arbitration and has given papers at numerous conferences at the invitation of, amongst others, the ICC, the CIarb, LCIA, DIAC, Association of Arbitrators (Southern Africa) and AFSA. He has also tutored in construction and arbitration law at the invitation of Kings College London, CIarb and AFSA.

He has lectured on Arbitration and the FIDIC suite of documents for the Dubai International Arbitration Centre and Kings College, London and runs a course on Construction Arbitration for the Arbitration Foundation of South Africa.

PROFESSOR ROBERT McCUTCHEON

Contact
Cell: +27 83 629 4783
Postal: PO Box 43 WITS 2050..
Email: robert.mccutcheon@hotmail.com. robert@mpa.co.za.

Present Positions
Professor Emeritus, School of Civil and Environmental Engineering, University of the Witwatersrand; also, since 2008, Honorary Member of Staff.
Division Head Employment Creation and Development, Malani Padayachee and Associates, Consulting Civil and Structural Engineers, Randburg (Part-time Consultant).
Research Associate Centre of Full Employment and Equity University of Newcastle Australia
Academic: BSc(Eng)Civil; GDE; MSc; DPhil. Professional: FSAICE, PrEng; FICE, CEng.

Experience
1972-1973: During SAVS work became increasingly interested in community and development engineering, particularly in relation to low-income housing and low-cost infrastructure. He pursued this interest by reading for an MSc and D Phil at the University of Sussex (School of Mathematics and Physical Sciences), link: Science Policy Research Unit.
1974-1987: Research in this field led to work in Iran, Botswana and East Africa; and consultancies for the ILO, the World Bank and UNCTAD. He was responsible for the initiation and implementation
of several programmes of labour-intensive road construction and maintenance. In Botswana and Kenya the ILO employed him as a Chief Technical Advisor/Project Manager (1980-87).

1987-2007: Professor of Civil and Environmental Engineering, School of Civil and Environmental Engineering, University of the Witwatersrand.


2001 to 2006:Visiting Professor, University of Loughborough UK

2008 to date: Professor Emeritus and Honorary Member of Staff (WITS).

2011 to Date: Division Head, Employment Creation and Construction, MPA, Randburg.

1991 to date: Contributed to the initiation, formulation and implementation of the Framework Agreement between the Construction Industry, COSATU and SALGO. During 1994 this was incorporated into the National Public Works Programme, which in turn became the Expanded Public Works Programme (EPWP).

**Summarised publication output:** 6 Books; 34 articles in peer-reviewed, accredited journals; 40 papers in refereed conference proceedings; over 30 substantial reports for international and local agencies. Member of the editorial panel Municipal Engineer (UK) 2002 to 2006. Co-founder and co-editor (1994 to 2000): accredited journal: Urban Forum. Winner of the 2002 James Hill Prize for the best article published in the Municipal Engineer, awarded by the ICE.

Publication Details may be found at www.robert-mccutcheon.com

**Supervision of completed student research (degrees awarded)**

2016


**Forthcoming**
Govender, C and McCutcheon RT. 2016. An examination of Rand Water’s scientific skills development planning to increase its skills pool for the assurance of quality drinking water. WISA 2016.

**Recent**


Croswell, JA (Hatch Goba) and McCutcheon, RT (Malani Padyachee and Associates). August 2014. Guidelines for the Implementation of Labour Intensive Infrastructure Projects under the Expanded
Public Works Programme (EPWP): Comments on the Working Draft of the 3rd Edition 2014, on behalf of CESA and SAICE.


Malani Padayachee and Associates (Pty) Ltd, Consulting Civil and Structural Engineers (principal author, RT McCutcheon). December 2012. “PQ 7V-8485: Job Creation in the City (of eThekwini): Skills Development and Employment Creation during the Construction and Maintenance of Infrastructure, with particular reference to the EPWP.”


Padayachee-Saman, M., and McCutcheon, R.T. June 2012. Mining and Socio-economic Objectives: a model for employment creation, skills and SMME development and women's empowerment.

Of particular importance

For publication details please see www.robert-mccutcheon.com

NIGEL AITKEN CAMERON NILEN

Pr Eng BSc; MICE, C Eng, MSAICE, FAArb

Address: P O Box 107, Plettenberg Bay, 6600
Telephone: (066) 306 8808
Residence:
Email: nilences@global.co.za
Present Position: Nilen Civil Engineering Services CC, sole member

Contract Experience: FIDIC, NEC, JBCC, GCC Various, COLTO, various private and commercial.

Dispute resolution experience

Listed as adjudicator, mediator and arbitrator on several panels (including SAICE; Assoc. Arbs. Southern Africa; Eskom; Transnet). Appointed as mediator in civil engineering disputes in RSA and arbitrator in civil engineering and building disputes in RSA and Botswana. Many successful negotiations at “amicable settlement” level. Extensive FIDIC DAB experience whether as one-person or part of three-person DABs in South Africa, Botswana and Tanzania

Career

1966 Graduated BSc in civil engineering from Heriot-Watt University, Edinburgh.
1996-72 Balfour Beatty, Scotland; Site-engineer to sub-agent on earth dam, concrete ancillary works and motorway bridges, planning and temporary works design.
1972-74 Balfour Beatty, International; Agent in charge of civil works on multi-discipline mine expansion project in Zambia.
1974-75 Balfour Beatty, Scotland; Planning and temporary works design on motorway projects. MICE in 1972.
1975-77 G.Percy Trentham; Agent in building contracts in Scotland and England

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1977-78  Balfour Beatty, England; project engineer leading tendering teams on motorway and rail projects.
1978-80  Wimpey UK; Project manager on large commercial and industrial developments in England.
1981-89  Grinaker Construction, South Africa; Contracts manager to alternate director on mining, civil works, power station chimneys, road and rail contracts, various industrial contracts and, latterly, as project manager on Grinaker LTA Joint Venture on coal beneficiation plant.
1989-Date  Nilen Civil Engineering Services cc; Construction management consultancy specializing in tendering and procurement services, contractual claims, dispute resolution and contractual auditing.

All this evolved into specialising in Adjudication on FIDIC Dispute Boards and various NEC Forms.

Assignments have been undertaken throughout Southern, Central and West Africa as well as the Middle and Far East.

International Experience

Angola, Botswana, Ghana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Swaziland, Tanzania, Thailand, United Arab Emirates, Zambia, Zimbabwe

Languages

English

Official positions held

Association of Arbitrators (Southern Africa) – Some time member of EXCO, Vice-Chairman 2000-2001

Other activities and publications


PETER LESLIE ODELL

BSc (Civil Eng) MSc (Mining) COM, LLB

Address:  13 Hy Many Place, 8 Frangipani Crescent, Randpark Ridge 2194
Telephone:  (011) 201 5340
Residence:  (011) 792 1131
Email:  peter.odell@murrob.com

Membership of Professional Institutions
Pr Eng (ECSA) MSAICE MSAIMM Mine Managers Certificate AAArb

Experience and fields of work
Civil Geotechnics Underground Construction, Mining

Specializing in
As above

Dispute resolution experience
Nil
WILLEM HENDRIK OLIVIER

Home address: 1 Summerfields, Admiralty Way, Summerstrand, Port Elizabeth
Postal address: P O Box 20307, Humewood, 6013 - Eastern Cape
Alternative address: 60 Demper Street, Onrus River, 7201 – Western Cape
Telephone numbers: 041 – 583 4056 and 083 593 5506
E-mail address: willie.h.olivier@gmail.com

Educational qualifications
B.Ing. (civil) (1977) University of Stellenbosch
M.Ing. (civil) (1988) University of Stellenbosch
Cert. Arbitration in the Construction Industry (2014) Arbitration Foundation of S A

Membership of professional institutions
Member - S A Institution of Civil Engineering
Professional Engineer - Engineering Council of S A
Professional Construction Project Manager - S A Council for Construction Management Professionals
Fellow - Association of Arbitrators (Southern Africa)
Commercial Mediator –Africa Centre for Dispute Settlement and Conflict Dynamics
General Commercial Mediator and Arbitrator – Arbitration Foundation of S A

Career
Cape Town City Council (1978-1982) Design engineer of municipal civil infrastructure
South African Breweries (1990-1994) Construction manager of beer brewery project
M5 Developments (2000-2003) Contracts and project manager of housing developments
Coega Development Corporation (2003- 2014) Contracts and project management of multi-disciplinary municipal infrastructure, schools, sports stadia and hospital projects

Dispute resolution experience
Formal training and work knowledge of JBCC, GCC, FIDIC, PROCSA, ECSA and NEC standard forms of contract.
Claims advice, adjudication, dispute adjudication board, mediation and arbitration experience of commercial, engineering design and construction disputes on JBCC, GCC, ECSA, PROCSA and FIDIC contracts.
Member of the AFSA, AoA, cidb and SAICE Dispute Adjudication Panels.

EDDIE OTTE

Prof. Registration Professional Engineer (Pr Eng) 702639
Professional Construction Project Manager (Pr Cpm) D/247/2004
Education Doctor Of Science In Civil Engineering, 1977
Born 1945
Country Of Birth: South Africa  
Nationality: South African

**KEY EXPERIENCE**

Eddie Otte has more than 43 years of Civil Engineering experience. He worked in both Road Research and Private Consulting engineering. Initially his experience has been in pavement design and road building materials for roads and airports. Thereafter he has been in design and project management of civil engineering projects which included roads, airports, streets, railway marshalling yards, low level bridges, water supply, ground water studies, sanitation, storm water management, and also contract and site administration of both conventional and labour intensive construction sites.

Key Experience includes project management, asset management, multi-disciplined design management, contract administration, and supervision of roads, airports, public authority utilities and water supply and sewerage. Specialised experience in pavement design, construction materials and project and contract management.

Since retirement from consulting civil engineering practice, he specialised in Mediation, Adjudication and Arbitration.

Email: otteeddie@gmail.com

### RELEVANT PROJECT EXPERIENCE

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<th>DATE</th>
<th>PROJECT TITLE, LOCATION &amp; DESCRIPTION</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>April 2006 to Feb 2011</td>
<td>Institutional Support to Moses Kotane Local Municipality on development of water related programs, e.g. Water Services Development Plan (WSDP), Water Services Provider Business Plan (WSP BP), Asset Management Plan (IAM), O&amp;M Training; Master Planning water supply.</td>
<td>Project management and assistance.</td>
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<tr>
<td>April 2004 to Feb 2011</td>
<td>Provincial and Municipal Roads, e.g. Mabaalstad road (25 km surfaced rural road); Bridge at Ramokgolela across Great Marico River; Phokeng to Sun City dual carriageway road (30km), internal roads at Zeerust, Manamakgotheng and Majakaneng; rehabilitation Link Road in Phokeng; gravel roads at Motswedi and Lobatla,</td>
<td>Project management and contract administration.</td>
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<tr>
<td>Dec 2004 to September 2008</td>
<td>Rustenburg Ext 13. Design and Construction of Water and Sewer reticulation to 1500 stands</td>
<td>Project management and contract administration</td>
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### OTHER RELEVANT PROJECT EXPERIENCE

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<tr>
<td>October 2000 to October 2003</td>
<td>Cross City Tunnel (Sydney) detail design – rigid and flexible pavement design for tunnel and surface road pavements, subsurface drainage and kerbing. Bruce Highway, Noosa Shire (Queensland) – planning of rehabilitation and asphalt overlay design. Randwick Race Course (Sydney) – investigation into failure and replacement of a specialised asphalt surfacing. Ben Chifley Dam Access Road – assessment of responsibility and advice to solicitors on maintenance and reinstatement of a rural road. M5 East motorway (King Georges Road diversion) and</td>
<td>Planning and design of rehabilitation and asphalt overlay. Senior Project Engineer. Senior Project Engineer. Senior Project Engineer.</td>
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OTHER RELEVANT PROJECT EXPERIENCE

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<tr>
<td></td>
<td>the Perimeter Road at Sydney International Airport (Sydney) – analyses, evaluation and specialist report on the early signs of distress in the two pavements.</td>
<td>Analyses, evaluation and specialist report</td>
</tr>
<tr>
<td></td>
<td>➢ Pavement (and civil) design and advice for several smaller projects, e.g. Chippendale Printing in Concord; Gerard Industries (Clipsal) warehouse in Ingleburn; Great Lakes TAFE College in Tuncurry; ANSTO parking and local roads; Dulux Australia; Port-Air Industrial Estates.</td>
<td>Pavement and Civil design Engineer</td>
</tr>
<tr>
<td></td>
<td>➢ Olympic Village (Sydney) – Street pavement, advice and assessment of appropriate crack repair and rehabilitation strategies.</td>
<td>Senior Project Engineer</td>
</tr>
<tr>
<td></td>
<td>➢ Wetherill Park (Sydney) – Cracked pavement of subdivision. Assessment of and advice to owner on causes and a repair strategy.</td>
<td>Senior Project Engineer</td>
</tr>
<tr>
<td></td>
<td>➢ Cairns Waste Facility – Pavement design of internal roads constructed on a refuse dump.</td>
<td>Pavement design Engineer.</td>
</tr>
<tr>
<td></td>
<td>➢ International Cargo Facility at Sydney International Airport (Sydney) – Planning and advice on pavement design for the concrete floor of the large warehouse and roads.</td>
<td>Pavement design Engineer.</td>
</tr>
</tbody>
</table>

**Airports:**

➢ Wide-Bodied Aircraft Maintenance Hangar (Sydney International airport).

---

**1977 to 2000**

**Roads and Bridges:**

➢ Mutale River Bridge and approaches
➢ Surfaced rural roads, 15 kilometres Sinthumule to Kutama.
➢ Surfaced rural Road, 40 kilometres, Elim to Letaba
➢ Access roads and internal roads, University of Venda.
➢ Surfaced rural road, Schoonoord to Apel, 35 Kilometres, 2 separate contracts
➢ Rural gravel road, Happy Homes to Green Farm, 5 kilometres
➢ Resurfacing and crack sealing, Moganjaka rural road, 20 kilometres
➢ Surfaced rural road, Mavambe, 12 kilometres, 3 separate contracts
➢ Design and construction of 19 low-level bridges, 4 separate contracts
➢ Labour Intensive construction of 20 kilometres of rural roads and streets, 2 projects in Venda and Gazankulu
➢ Plettenberg Bay rural dual carriageway freeway, 40 kilometres
➢ Concept design of three rural road and bridge projects (total length 40km)
➢ Design and construction of 8 bridges and approach roads at Musekwa, Mutshedzi, Nwaridi, Nsami, Strydomloop and Ngwedi Rivers
➢ Roka-Mashishi gravel access road, labour intensive construction

**Municipal Services**

(a) Streets

---

362
<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT TITLE, LOCATION &amp; DESCRIPTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pietersburg City Council, 3 separate contracts, reconstruction of 12 heavily trafficked streets</td>
<td>Project management and contract administration</td>
</tr>
<tr>
<td></td>
<td>Westonaria Town Council, construction of streets</td>
<td>Resident engineer</td>
</tr>
<tr>
<td></td>
<td>Several towns, e.g. Karenpark, Midrand, Westenburg.</td>
<td>Project management and contract administration</td>
</tr>
<tr>
<td></td>
<td>(b) Parking areas (including stormwater management and pavement design)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Belle Ombre railway station, Atomic Energy Board, and University of Pretoria – parking areas stormwater management and services relocation</td>
<td>Planning and design</td>
</tr>
<tr>
<td></td>
<td>4 Separate contracts for the University of Venda and Tshilidzini Hospital</td>
<td>Planning design and contract administration</td>
</tr>
<tr>
<td></td>
<td>(c) Water and Sewerage reticulation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Planning and Design of Water and Sewer reticulation networks at Tshilidzini Hospital, Mankweng Nurses Training College, University of Venda Administration and Sciences Blocks, three automatic telephone exchange buildings in Venda, Police Head Quarters in Venda, and Main Post Office in Venda.</td>
<td>Planning and Design. Project management</td>
</tr>
<tr>
<td></td>
<td>Messina, water and sewer reticulation networks and oxidation ponds, 400 Erven</td>
<td>Design and contract administration</td>
</tr>
<tr>
<td></td>
<td>Airports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Johannesburg International Airport, main runway – and open-graded asphalt resurfacing materials and pavement design</td>
<td>Materials and pavement design</td>
</tr>
<tr>
<td></td>
<td>Pietersburg Municipal Airport, aprons non-scheduled aircraft.</td>
<td>Project management and contract administration</td>
</tr>
<tr>
<td></td>
<td>Hoedspruit Air force base, taxiways, runways and aprons.</td>
<td>Design Engineer</td>
</tr>
<tr>
<td></td>
<td>Gateway International airport, 3 separate contracts to reseal and remark the pavements and aprons, and provide fillets at turning circles on runways and taxiways.</td>
<td>Design, Project management and contract administration</td>
</tr>
<tr>
<td></td>
<td>Water Supply</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mutuale regional water supply – location, drilling and testing bore holes, construction reservoirs and reticulation network.</td>
<td>Design, Project management and contract administration</td>
</tr>
<tr>
<td></td>
<td>Water supply to 22 rural villages (e.g. Buysdorp, Ha-Makuya, Disliking), bore hole location and development, storage reservoirs and reticulation network, labour intensive construction methods.</td>
<td>Design and project management</td>
</tr>
<tr>
<td></td>
<td>Project Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIP and EMIP in the Northern Province (Limpopo).</td>
<td>Responsible for the team managing all the design consultants for the implementation of the various infrastructure projects of the two programs for Limpopo.</td>
</tr>
<tr>
<td></td>
<td>Venda Schools Building Program.</td>
<td>Managing the design and construction of several schools, classrooms, toilets and laboratories in Limpopo.</td>
</tr>
<tr>
<td></td>
<td>Capital Works Program for the upgrading and construction of hospitals, clinics and wards on behalf of the Department of Health in the Northern Province.</td>
<td>Project Management</td>
</tr>
<tr>
<td></td>
<td>Road Management System (RMS) on 16100 km of gravel</td>
<td>Project Management</td>
</tr>
</tbody>
</table>
OTHER RELEVANT PROJECT EXPERIENCE

DATE | PROJECT TITLE, LOCATION & DESCRIPTION | RESPONSIBILITY
--- | --- | ---
roads and 6500 kilometres of surfaced roads in the Northern Province (Limpopo) | Project Management
- Project manager for repair of flood damage to roads in the Northern Province (Limpopo)
- Project manager for reconstruction of four flood damaged bridges in Northern Province.

National Institute for Transport and Road research (NITRR), CSIR, Pretoria
- Research on the properties and behaviour of cement and lime treated materials
- Development and implementation of the Heavy Vehicle Simulator (HVS)
- Development of a structural pavement design procedure for cement – treated layers in pavements
- Planning, design and monitoring of several full-scale road pavement experiments

EDUCATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Institution</th>
<th>Qualification Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1966</td>
<td>University of Pretoria</td>
<td>Bachelor of Science in Engineering (BSc)</td>
</tr>
<tr>
<td>1969</td>
<td>University of Pretoria</td>
<td>Bachelor of Science (Honors) in Engineering</td>
</tr>
<tr>
<td>1973</td>
<td>University of Pretoria</td>
<td>Master of Science in Engineering (MSc)</td>
</tr>
<tr>
<td>1974</td>
<td>University of California, Berkeley</td>
<td>Master of Science (MS)</td>
</tr>
<tr>
<td>1977</td>
<td>University of Pretoria</td>
<td>Doctor of Science in Engineering DSc(Eng)</td>
</tr>
<tr>
<td>1986</td>
<td>Institute of Civil Engineers</td>
<td>Fellow of South African Institute of Civil Engineers</td>
</tr>
<tr>
<td>1969</td>
<td>ECSA</td>
<td>Registered Professional Engineer, 702639</td>
</tr>
</tbody>
</table>

CAREER RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Employer</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2004 to Feb 2011</td>
<td>Vela VKE Consulting Engineers, Rustenburg</td>
<td>Senior Project Engineer and office Manager, North West</td>
</tr>
<tr>
<td>2000 to October 2003</td>
<td>Connell Wagner, Sydney, Australia</td>
<td>Senior Project Engineer</td>
</tr>
<tr>
<td>1977 to 2000</td>
<td>Africon, South Africa</td>
<td>Director and Regional Manager</td>
</tr>
<tr>
<td>1967 to 1977</td>
<td>National Institute for Transport and Road Research (NITRR), CSIR, Pretoria, South Africa</td>
<td>Senior Chief Research Officer</td>
</tr>
</tbody>
</table>

COURSES & CONFERENCES ATTENDED

1. Date | Details | Numerous.

COMMITTEES & COUNCILS

2. Date | Details | Chairman North West Branch of CESA
| | | August 2010

PUBLICATIONS & PAPERS PRESENTED

3. Date | Details |
### PUBLICATIONS & PAPERS PRESENTED

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1979</td>
<td>E Otte - “The CBR pavement design procedure”, The Civil Engineer in South Africa, April 1979, pp87-93.</td>
</tr>
</tbody>
</table>

### DISSERTATIONS


AWARDS
Award for Meritorious Research, South African Institute for Civil Engineers, 1981.

STEPHEN DAVID POORTER
Pr Eng, Pr CM, BSc Eng (Civil), B Com, MSAICE, FAarb

Address: 11 Douglas Road, Cowies Hill, KwaZulu Natal
Telephone: (031) 710 6100
Residence: (031) 702 3629
Email: steve@3i.co.za

Membership of Professional Institutions
Professional Engineer, Engineering Council of SA
Professional Construction Manager, SACPCMP
Member South African Institution of Civil Engineering
Fellow of Association of Arbitrators Southern Africa

Experience and fields of work
Qualified with BSc Eng (Civil) from University of Cape Town in 1989
Road and structures design for Eskom 1990 to 1992
Project Manager Eskom Majuba Power Station 1992 to 1994
Registered as Professional Engineer 1994
Full member of SAICE 1995
Contracts Manager Concor Civils 1994 to 2002
Completed Construction Management Program Stellenbosch University 2001
Mill Civil Engineer and Project Manager – Sappi Tugela 2002 to 2004
Senior Contracts Manager Grinaker-LTA 2004 to 2009
Registered as Professional Construction Manager with SACPCMP 2004
Completed BCom degree through UNISA 2007
Contracts Director Grinaker-LTA 2009 to 2012
Accepted as Fellow of the Association of Arbitrators SA 2010
Operation Executive 2012 to present

Specializing in
Construction Disputes

ALAN PARSONS

Postal Address P.O. Box 201077, Durban North, 2016
Residential Address 1 Cottonfields, 100 Harrison Drive, Glenhills, 2051
Telephones (Home & Cell) 031 838618 073 0367969
Fax 0866 892474
E-mail alanparsons@mweb.co.za

Qualifications:
Membership Institution of Structural Engineers (London 1962)
Certificate in Arbitration (AoA South Africa 1980)
Higher Diploma Arbitration (AoA South Africa 1999)

Membership Professional Associations:
SAICE Corporate Member (1963)
ECSA Pr Eng (1972)
I Struct E Member & CEng (1962) Fellow (1985)
Past Member S A Association of Consulting Engineers
Past Fellow Association of Arbitrators

Career Background:
Fourteen year’s experience (1954 to 1967) in the technical commercial field of Structural Engineering. Thirty year’s experience (1968 to 1997) as self-employed Consulting Civil and Structural Engineer. Retired from self-employment as Consulting Civil and Structural Engineer during the latter half of 1997.

Dispute Resolution
Experience and Current Occupation
Subsequent to my retirement as a self-employed Consulting Civil and Structural Engineer I studied the Higher Diploma in Arbitration, for some two years, in order to be properly equipped to embark upon dispute resolution services. I passed the examination at the beginning of 1999 and commenced Dispute resolution early in 1999 and have undertaken various Arbitrations, Adjudications an Mediations.

ADV PETER ALAN ASTON RAMSDEN PR ENG

Address: Chenin Blanc No 6, 227 Pleiades St, Waterkloof Ridge 0181
Cell: 082 557 9927
Email: Ramsden@vodamail.co.za

Academic qualifications
BSc (Civil Engineering), University of Cape Town
BCom (Economics and Accounting), University of South Africa
MBL (Master of Business Leadership), University of South Africa
LLB (majoring in Contract law), University of South Africa

Registered Professional Engineer: Engineering Council of SA
Member: South African Institution of Civil Engineers
Advocate of the High Court of South Africa

Author of The Law of Arbitration - Juta Law
Author of articles on procurement and arbitration in international and local journals.

Course on Negotiation of Financial Transactions UNITAR (United Nations Institute of Training and Research);
Two Courses on Alternative Dispute Resolution UNITAR
Attended courses on GCC, JBCC, and NEC3.

INTRODUCTION:
Peter Ramsden specialises in the contractual/legal and financial aspects of infrastructure projects.

Peter has consulted in South Africa, Botswana, Tanzania (off-site), Lesotho, Namibia, Swaziland, Ethiopia and Uganda. His clients have included national government departments, public enterprises such as TCTA, SANRAL, Eskom, municipalities and international funding agencies including World Bank, JICA, USAID, DANIDA, DFID, SIWI, and EU.

Peter has compiled numerous infrastructure related contracts, including contracts for pipelines, fibre optic cables, mining operations, hydro power generation, water take off agreements, funding arrangements and operations agreements.

As legal counsel Peter has advised and represented contractors and employers (clients) with disputes and litigation in the roads, telecommunication, electricity generation, mining, water, building and low income housing sectors.

Peter is on the President of SAICE's panel of adjudicators and arbitrators and has been nominated by the President as adjudicator and arbitrator for a number of disputes.

As a sample of recent experience, Peter has:

- Decided on several disputes as arbitrator and adjudicator, including water and sanitation projects, structures, road and freeway projects, and bus services, and served on the standing Dispute Adjudication Board of major projects;
- Advised Lesotho Highlands Water Commission on the interpretation of the Treaty (Contract) between RSA and Government of Lesotho and the Royalty payments between the parties;
- Undertaken a prudency review of Transnet's Durban – Johannesburg Multi-Purpose (fuel) Pipeline for NERSA;
- Provided legal advice to Department of Water Affairs on the development of the R16 bn Mkomazi Water Project.
- Advised SANRAL on a number of contractual disputes including the Gauteng Freeway Improvement Project,
- Advised SOE's on procurement irregularities,
- Advised and represented parties as counsel, including on three large wind turbine contracts and on mining and construction contracts.

**STUART JOHN RIDDLE**

Postal address: PO Box 176, Patensie, 6335
Work Tel: 041-5814940
Home Tel: 042-2830892
Cell: 083 250 2165
Email: sriddle@omegacivils.co.za

Qualifications/memberships:
conducting dispute resolution on a HNDT Civil : 1984
Professional Construction Manager: SACPCMP Registration Number C/256/2005
Fellow of Association of Arbitrators (Southern Africa) : Registration Number 2046/2011

Overview of Experience:
1977-1987
Employed as a Technician at the Port Elizabeth Municipality
Gained experience in the design of roads, stormwater, sewers and in construction division.
Was promoted to Senior Technician in charge of my own construction team.
1987-1994

Joined Basil Starke Civils (Pty) Ltd as a Site Agent
Worked on numerous contracts in throughout the Cape Province.
Largest contract as Project Manager/ Snr Site Agent was Mossref Refinery Underground Piping contract which was in excess of R1 billion in today’s terms.
Was promoted to Contracts Manager for the Southern Cape and completed a number of contracts in that area before being transferred to the Western Cape.
There I constructed the major road between Gouda and Piketberg, amongst other works in the area.
I was transferred to the Eastern Cape as Contracts Manager in 1993.
Basil Starke Holdings (Pty) Ltd was voluntarily liquidated in 1994.

1994-2012

Formed Omega Civils (Pty) Ltd in April of 1994.
I have been Managing Director of the company since its inception, through its growth and to 2012.
Omega Civils (Pty) Ltd is a CIDB 7CE PE company which has now successfully administered and completed over 520 contracts in the Eastern Cape.
I have therefore become fully conversant and have an integral understanding of all aspects of the construction process, from the tender stage, through planning, construction and dispute resolution, where necessary.
This knowledge extends to all of the industry standards and conditions of contract viz. General Conditions of Contract, JBCC2000, CSRA, SABS 1200 etc.
The scope of works undertaken includes bulk earthworks, major roadworks, sewer, water and stormwater reticulation and full township services installation.
During this period, I gained my professional status as a Construction Manager and also studied for 4 years to become a Fellow of the Association of Arbitrators (Southern Africa).
We established Omega Construction and Building (Pty) Ltd in 2005 and this company now forms part of the group together with the Omega Administration Trust.
The group now turns over in the region of R200mil per annum.

2012 – date

I appointed an incumbent whose purpose it was to relieve me of my position as Managing Director over time. It is my intention to continue to function as Chairman of the Omega Group until retirement whilst more full time basis.

DENNIS SINKONDE

BEng (Civil Engineering), MSc (Highway)

Address: Suite 79, Private Bag X18, Honeydew, 2040
Telephone: (011) 907 6700
Fax: (011) 011 869 7434
Email: dennis@aphane.co.za

Membership of Professional Institutions
Pr Eng, F.A.A.Arb, MSAICE, REng (Zambia), MEIZ (Zambia)

Experience and fields of work
Construction and Project Management Dispute Resolution

Has over 18 years (2015) of experience in South Africa, Zambia and China in the design of new & rehabilitated pavements, Road condition surveys and data analyses, storm water analysis and design, specifications, documentation, construction supervision and has working knowledge of FIDIC, General Conditions of Contract, JBCC and NEC3 Conditions of Contract. During the past eighteen years, experience has been gained in material assessments, quality control and verification, condition
surveys, investigations, preparation of bills of quantities, specifications, contract drawings, cost estimates, bid evaluation, contractor claims valuation, final accounts, close out.

Dennis Sinkonde is a qualified Arbitrator / Adjudicator and has handled construction related disputes using either arbitration or adjudication methods within South Africa and Zambia. His work experience can be summarised as follows:

2012 – to date  Apane Consulting (Director: Roads)
2009-2012  Apane Consulting (Senior Engineer responsible for all road projects)
2007-2009  ASCH Consulting Engineer (Civil / Pavement Engineer)
2003-2007  Chang’An University (Student) (China)
1997-2003  Kiran & Musonda Associates Ltd (Civil Engineer) (Zambia)

**Specializing in**
Civil, Pavement and Materials Engineering
Civil Engineering works Dispute resolution experience using FIDIC Suite of Contracts, GCC (2004 & 2010 Editions) and JBCC Condition of Contracts

**Publications**


**DAVID ALISTAIR STEPHEN**
Pr Eng, Pr CPM, BSc Eng (Civil), MBA, LLB, MSAICE, FWISA, FAArb

**Address:** 4 Sandhurst Gardens, 31 Copson Close, Chase Valley, Pietermaritzburg, KwaZulu-Natal, 3201
**Telephone:** 033 341 1237
**Cellphone:** 083 441 5593
**Email:** david.stephen@umgeni.co.za

**Education:**
1980 BSc Engineering (Civil) (First Class Honours) degree, University of Cape Town
1989 Master of Business Administration (MBA) degree, University of Cape Town
2011 Bachelor of Laws (LLB) degree, University of KwaZulu-Natal
2015 Fellowship Admission course, Association of Arbitrators (Southern Africa)

**Professional Registrations and Memberships:**
Pr Eng (ECSA No. 920360)
Pr CPM (SACPCMP No. D/1307/2006)
MSAICE (SAICE No. 13276)
FWISA (WISA No. 20599)
FAArb (Association of Arbitrators (Southern Africa) No. 3438)

Work experience:
Over 30 years’ experience in the water engineering sector in South Africa, including the Department of Water Affairs, Stewart Scott Incorporated (a large multi-disciplinary consulting engineering firm), and currently with Umgeni Water (SA’s second largest water utility).

Worked as a Civil Engineer in the planning, design and construction phases of a number of water infrastructure and sanitation projects of varying size and complexity in the Western Cape, Eastern Cape and KwaZulu-Natal.

Currently working as Contracts Manager in Umgeni Water’s Project Office, dealing with a wide range of contractual matters and dispute resolution processes relating to the implementation of numerous large multi-disciplinary infrastructure projects (mainly GCC, with some FIDIC contracts).

KEVIN SPENCE

Nationality: South African
Language: English/Afrikaans
Contact: +27 (0)836754349
Email: kevin@kbspence.co.za

Introduction

Kevin is a registered Professional Civil Engineer, Mediator, Adjudicator and Arbitrator with over 45 years’ experience in the Construction Industry. His experience spans across Earthworks, Freeway Construction, Airport Runway Rehabilitation, Civil and Building Construction, Dams, Water Retaining Structures, Pipeline Construction, Concrete Structures, Asphalt and Concrete Road Surfacing.

With a passion for the law and extensive construction experience, Kevin completed the Fellowship of Arbitrators Qualification and the Specialisation in Construction Law [Post Graduate Course offered by the Association of Arbitrators] and currently specialises in large scale Construction Claims and Dispute Resolution.

Kevin is considered an expert on the FIDIC suite of contract documentation as well as the other three forms of contract prescribed by the CIDB. He facilitates regularly on all the four types of contract documentation both locally and internationally. He is the only FIDIC accredited trainer in South Africa.

Kevin is an admitted member of the FIDIC President’s List of Adjudicators

Experience

- 2014 – Date: Independent Consultant
- 2007-2013: Binnington Copeland and Associates – Director and General Manager
- 1995 – 2007: Owner/Managing Director – Spray Pave (Pty) Ltd (Road Surfacing)
- 1982 – 1985: ZAI Consulting – Construction Manager
Dispute Resolution Experience

Over the last 15 years Kevin has been involved as Mediator, Adjudicator, Arbitrator and expert witness on approximately 60 dispute matters.

Presently appointed on Dispute Adjudication Boards (DAB) in numerous matters in and out of South Africa.

Recent appointments include:
- Adjudicator on 2 Road Contracts for eThekwini Municipality BRT System in Pinetown, RSA [GCC 2010] (Project Duration 2 years: 2015-2016)
- DAB member-4 Contracts for eThekwini Rehabilitation of Roads [GCC 2010] (2015-2016)
- Adjudicator/mediator-5 disputes in Namibia, Swaziland, appointed through the EPA [Namibia, Swaziland] [FIDIC] (2015-2017)
- DAB member : New Maputo Airport, Mozambique [FIDIC] (Project Duration 2015-2017)
- City of Windhoek, Namibia, Swaziland and Tecnonam Roads and Bridges-[FIDIC] (Project Duration 2015-2017)
- Advisor to Nigerian Ministry of Water Affairs and Agriculture on TRIMING Project. There are 4 separate FIDIC Contracts with a combined value of USD$ 500million.

Current Appointments include
- DAB Member: Neckartal Dam Project, Karas Region, Namibia, Swaziland [FIDIC]-Ongoing-3 years to date. Project Value USD $400million
- DAB-Sole Member: City of Windhoek -Rehabilitation of Roads in Windhoek, Namibia, Swaziland [FIDIC]-ongoing
  DAB-Sole Member: Cornubia Interchange, Umhlanga, KZN. Project Value USD $ 30 million-to be complete in June 2018
- DAB Chairman:Extensions to Simon Vermooten Road, Pretoria [FIDIC] Project Value USD$ 40 million[Ad hoc DAB-complete in May 2018]
- DAB-Sole member: 2 Road Contracts in Ethiopia-value USD$ 500million
  Construction Works of Pawi Junction – Renaissance Dam (Guba) Road Upgrading Project, Contract 1: Pawi Junction – Km 69
  Mombasa-Nairobi-Addis Ababa Road Corridor Project Phase III: The construction of Balance of works for Lot 2: Chuko – Yirgachefe (60 Km)
- DAB Member: NRA N001-160-2014/2: Winburg [ad Hoc DAB]

He was intimately involved in the claims process for the Kusile Power Station Project, including matters which were referred to adjudication as well as arbitration. Kevin was a member of the Main Claims Committee for Eskom, Kusile for 5 years form 2009-2013-this committee oversaw the R28bn contingency fund on the contracts awarded.

Education

- 2008 – Specialisation in Construction Law. Association of Arbitrators (SA)
- 2004 – Fellowship Course – Association of Arbitrators (SA)
- 1989 – MAP (Wits)[ Short Course MBA]
• 1977 – BSc.Eng (Civil)(Wits)

Professional Associations

• Member CESA: Consulting Engineers South Africa
• Registered Professional Engineer
• Member, South African Institution of Civil Engineers
• Fellow, Institute of Quarrying
• Fellow, Association of Arbitrators (Southern Africa)
• Affiliate Member : FIDIC

Other

• Past Director – South African Bitumen Association
• Past Director – ASPASA (Aggregate and Sand Producers Association of South Africa)
• Member: FIDIC Presidents List of Adjudicators
• Member-Presidents List for approved Mediators, Adjudicators and Arbitrators-SAICE
• Member-Presidents List for approved Mediators, Adjudicators and Arbitrators-CESA
• Senior Adjudicator-National Adjudicators List, Namibia, Swaziland
• Director-Association of Arbitrators (Southern Africa)

Publications and Presentations

• CAPSA – Use of Emulsions in Cold Weather Surfacing, CAPSA 2004
• DAB’s in Africa-FIDIC Africa Conference, Nairobi, September 2016
• DAB’s in Southern Africa, case studies and current trends-FIDIC GAMA Conference, Cape Town, May 2107

ERROL TATE

Eng, B.Sc Eng (Civil), MBA

Address P O Box 1595 Westville 3630
Tel: 031-2624001
Mobile: 0824525504
E-mail: errol.tate@mweb.co.za

Qualifications: B.Sc. Eng(Civil), University of Natal, 1980
MBA, University of Durban-Westville, 1998
Certificate in Construction Adjudication, Univ. of Pretoria, 2014

Professional Memberships:
Registered Professional Engineer, ECSA.
Registered Professional Construction Project Manager, SACPCMP

Summary of Experience:
Errol graduated in 1980 from the University of Kwazulu Natal (formerly University of Natal) with a Civil Engineering degree. He was employed by Savage & Lovemore Construction, which later was incorporated into Group Five Construction, as an Engineer, working on various Civil Engineering projects around the country and rose up the ranks to the position of Contracts Director in 1996. He was registered as a Professional Engineer in 1985.
To broaden his business skills further, he enrolled at the University of Durban-Westville in 1996 for an MBA degree and successfully graduated in 1998.

He has 32 years experience in Civil Engineering Construction and, as a director for the past 16 years, has successfully delivered several World Class projects.

Errol has many years experience in planning and programming from tender preparation to contract management. He is skilled in the use of the following software programmes: Microsoft Project, SitePlan and Primavera.

Errol has extensive experience in the use of the following General Conditions of Contract: Fidic (Red & Yellow books), NEC 3 – Engineering and Construction Contract, GCC 2004 & 2010

He recently retired from full-time employment as a director with Group Five in June 2013, and is now employed on a part-time basis in an advisory capacity as a Consultant.

Recently Completed Projects:
- Construction of Spring Grove Dam And Appurtenant Works - TCTA
- NMPP (New Multi Product Pipeline) Pumpstations 1, 3, 5, 7 & 8 – Multi-disciplinary SMEIP Works - Transnet
- The Design And Construction Of Warwick Triangle Viaduct Outbound – eThekwini Municipality
- Design & Construction of the New King Shaka International Airport - Civil Contract – Dube Tradeport & ACSA
- King Shaka International Airport Interchange - SANRAL
- Project Amakhulu, Civil And Building Works – Sappi Saiccor
- Western Freeway Upgrade Phases 1 & 2: Candella Road to Tollgate Bridge – eThekwini Municipality
- Civil and Building Works in connection with SAPREF’s Lion Project - Prospecton

PETER NEWSTON THURLOW
Pr Eng C Eng BSc (Eng) (Civil)

Address: 4 Hillcrest Ave, Craighall Park, 2196, South Africa
Telephone: (011) 787 6226
Fax: (011) 787 6526
Cell: 082 6018248
Email: thurlow@mweb.co.za

Membership of Professional Institutions
MSAICE MICE MCMI PMP (USA)

Experience and fields of work
Thurlow Associates CC. Industrial Project Managers and Contract Consultants

Specializing in
NEC. JBCC, GCC 90/2004 FIDIC

Dispute resolution experience
Since 1993 Peter has provided more than ninety NEC Adjudications for major clients and contractors covering all aspects of technical, legal, contractual and time/cost related disputes; in other he has provided proactive contractual advice resulting in later settlements. Peter also advises contractors and employers in the preparation and management of adjudication dispute submissions. Where appropriate, Peter uses expert legal and technical advice; since the mid-1990’s he has worked with Lindsay Keller Attorneys in many NEC adjudication and legal matters; he is also associated with Osborne Clarke – one of Europe’s most respected and dynamic law firms – in
providing legal NEC-related advice into one of South Africa’s largest construction court actions. Peter consults with Dr Martin Barnes – the founder of the NEC – through UK visits and NEC assistance for clients.

The adjudication show 10% relate to legal interpretations; 50% derive from the interpretation of the contract terms themselves; 10% are based in Works Information interpretations and 40% arise from the delay and disruption issues. With the agreement of the parties, Peter uses innovative methods to overcome obstacles to provide finally accepted solutions. Peter recently initiated the first successful, internationally led, NEC-based mediation in RSA and is currently involved in two further such matters.

Career
Peter is a project management and contract consultant with extensive local and UK project management experience. He specializes in the practical use of several conditions of contract including the NEC. Since the early 1990’s he has been committed to the training, implementation and administration of NEC contracts. He provided regular NEC/project management workshops and lectures on the NEC at a leading business school. He was responsible for the planning and implementation of the Rapid Delivery Procurement System for the National Department of Public Works and subsequently managed more than R500 million of cost reimbursable construction contracts.

1975 Construction Middleburg Dam
1976 Construction of Acid Plant for Lurgi in Welkom OFS
1977 Sir William Halcrow and Partners – London – investigations into dam and reservoir safety for the British Waterways Board
1978-83 Project Manager for EMS (Murray & Roberts) for Richards Bay Coal Terminal, South African Breweries and other major process plant clients.
1983 Thurlow Associates CC. Consultancy, active project and construction management services to clients, consultants and contractors in all disciplines of the construction and related industries.

International experience
Design, project management, contract administration and contracting experience in the United Kingdom

Other activities and publications
Lectures in project and construction management at leading business school. PMI Adjudicator for Project of the year awards. Co-founder of the SA NEC User Group Association in 1995; presenter at NEC User Group meetings in London; plans and run NEC training and practical workshops; provides specific workshops on the NEC and on the applications and training of adjudicators; various technical and project management publications including the time-cost modelling of contracts for effective resolution of time and cost disputes.

Adjudicator - Anton van Langelaar
Pr Eng, PMP®, FAarb, MCIArb
FIDIC President’s List of Approved Dispute Adjudicators
MSc Project Management, BEng (Hons) (Structures), BEng Civil Engineering
Certificates in Financial Management in SA

Address : PO Box 66073, Highveld, 0169, South Africa
Accreditations
FIDIC President’s List of Approved Dispute Adjudicators
FAArb - Fellow, Association of Arbitrators (Southern Africa), RSA
MCIArb - Member, Chartered Institute of Arbitrators, UK
CEDR - Accredited Commercial Mediator, UK
CD / ACDS - Accredited Commercial Mediator, RSA
PMP® - Project Management Professional, PMI USA
SAICE – President’s List of Mediators/Arbitrators/Adjudicators, RSA
CESA – President’s List of Mediators/Arbitrators/Adjudicators, RSA
AoA – Arbitrator, Adjudicator and Mediator Panel, RSA
Membership of Professional Institutions
FIDIC - Affiliate Member, Geneva
MSAICE - Member, SA Institution of Civil Engineers, RSA
PMI - Member, Project Management Institute (USA and South Africa)
DRBF – Member, Dispute Resolution Board Foundation (also Country Representative for South Africa), USA
SCL – Member, Society of Construction Law, UK
CEDR – Member, Centre for Effective Dispute Resolution Exchange Network, UK
Registered Training Mentor, Engineering Council of South Africa (ECSA), RSA

Experience and Fields of Work
Dispute Avoidance and Resolution Practitioner, Dispute Board and Contracts Specialist, Project Manager and Civil Engineer. Dispute management, avoidance and resolution; contracts specialist advice; programme and project management, claims and disputes management, contract administration, international and domestic mega and large project design, procurement and construction. High speed rail, intercity rail and commuter rail (civil and structural works, track, stations, depots, core systems); TBM, NATM, C&C and immersed tube tunnels, RCC dams, large diameter steel pipelines and pump stations, water and waste water treatment works, roads, bridges and buildings. Jurisdictions of experience include Roman-Dutch Law, Common Law, Civil Law and State of New York Law.

Specialising in
Dispute avoidance and resolution, Dispute Boards, dispute management and contract specialist advice.

International Experience
Turkey, Taiwan, Lesotho, South Africa, Kenya, Tanzania, Eritrea, Democratic Republic of Congo, Zambia, Botswana, Namibia, Swaziland.

Other activities and publications
Development of Simplified Tender Documentation for Small Contractors, for presentation at Constructex, 1995;

University post graduate external examiner and moderator (Construction Contract Law).
Presentations on, and tutor at introductory and advanced workshops on Dispute Boards. University guest lecturer at Contraction Management Programme (CMP) and two other university post graduate programmes on dispute avoidance and Dispute Boards.

FRIK VAN DER MERWE

B.Sc, B.Eng (Civil)

Address: Heimat No 1, Barkhuizen Avenue, George, Western Cape.
P.O. Box 10932, George, 6530

Telephone: (044) 873 2615
Mobile: 083 250 4045
Fax: 086 657 1903
Email: frikvdm@vodamail.co.za

Membership of Professional Institutions
Pr Eng (ECSA), MSAICE, MCESA, AAArb

Experience and fields of work - Career

Since 2008 based in George, Western Cape Province, South Africa, working freelance as claims and dispute resolution expert, having retired at end 2007 as consulting engineer with AFRICON (now AURECON).

2005 to 2007 based in Dubai as GM for AFRICON’s operations including documentation, quality and project management and dispute resolution on all company projects in the Middle East Region

Career with AFRICON from 1970 to 2004, involved in diverse projects in Southern Africa and neighbouring states acting as RE, Contract Management Engineer and eventually becoming Director and MD responsible for the resolution of contractual claims and disputes, and dealing with formal mediation/arbitration/litigation cases according to accepted international standards.

Extensive involvement with funding agencies (e.g. KfW, ADB, the DBSA, World Bank, USAID) and quality management incorporating ISO 9001:2000 (CE Services), ISO/IEC 17025:1999 and ISO 14001:2004

Specializing in
Civil Engineering Contract Management and Claim/Dispute Resolution

Countries work experience:
South Africa, Lesotho, Namibia, Swaziland, Botswana, Mozambique, Malawi, Kenya, United Arab Emirates, Bahrain, Oman, Qatar, Yemen.
Dispute resolution work experience:

Extensive experience with standard specifications employed for civil engineering work in Southern Africa, as well as the relevant conditions of contract. These include, inter alia, CSRA 1986, SAICE (1990 and 2004), FIDIC (1984 and 1999 suites), SANS 1200, SADC and COLTO.

Fully au fait with FIDIC 1999 Adjudication procedures, having since 2009 to date been extensively involved in assisting SANRAL with resolution of a number of major disputes on the GFIP projects through Adjudication.

Acted as Mediator and Arbitrator on several disputes, and also assisted clients as specialist advisor/expert in proceedings towards dispute resolution through litigation or arbitration.

Currently serving on the SAICE President’s List of Mediators and Arbitrators.

Specific recent experience and involvement in resolution/adjudication of claims and/or disputes during period 2008 to present date.

- 2008: Adjudicator for dispute - George Municipality vs contractor for Hope Street project.
- 2009-2010: Acting for Client, Airports Company South Africa, as Claims Expert on turnkey project (value R6.7 billion) for new King Shaka International Airport, KZN, South Africa.
- 2009: Give expert opinion to SANRAL on major unresolved claim on roads project.
- 2009-2012: Acting for Consultant/SANRAL as Claims Expert to deal with claims and disputes on GFIP project RSA. Contract value R1.45 billion. Prepare 45 position papers for DAB decisions.
- 2011: Acting as Arbitrator on dispute between Civils 2000 and Bitou Municipality.
- 2012 to present: Claims Expert assisting Aurecon Namibia, Swaziland and Namibia, Swaziland RA in dealing with various claims on major road contracts between Tsumeb and Katwitwi. Disputes resolved through DAB.
- 2012-2013: Acting as Arbitrator in disputes between Gobo Gcora Construction CC and WK Construction.
- 2013: Specialist advisor to client in arbitration at new Kwale Titanium Mine in Kenya.
- 2013: Claims expert to Aurecon and eThekwini Municipality dealing with various claims.
- 2013: Act as Mediator in Kholwani vs Knysna Municipality on Sedgefield Taxi Rank.
- 2014: Specialist advisor to Aurecon on disputes arising from MEERKAT assignment.
- 2016: Expert witness for defendant: Case Lupacchine v SANRAL
- 2016: Expert witness for defendant: Case DC vd Merwe v MEC Mpumalanga
- 2016 to date: Specialist Consultant to SANRAL: Review of new COLTO Standard Specifications for Roads & Bridges (ongoing)
- 2016: Expert witness for defendant: Case Berry v MEC Gauteng
- 2017: Adjudicator on road contract dispute Martin & East v City of Cape Town
- 2017: Adjudicator on road contract dispute Martin & East v Faircape Group
- 2017: Expert witness for defendant: Case J Joubert v MEC Gauteng
- 2017: Adjudicator on Still Bay Access Road dispute Martin & East v Western Cape Government

THEUNIS VAN ZYL

Pr Tech Eng, Pr CM, B Tech Eng (Civil), MDP (USB), Certificate in Adjudication and Arbitration

Address: 5 Arauna Way, Brackenfell
Membership of Professional Institutions & Associations
Professional Technologist - ECSA
Technologist Member – SAICE
Professional Construction Manager – SACPCMP
Associate Member of the Association of Arbitrators South Africa – A A Arb
Adjudicator (SAICE/CESA/MBA)
Mediator (SAICE)
Arbitrator (SAICE)

Experience and Fields of Works
Owner/Manager: VAN ZYL & ASSOCIATES
Multi-Disciplinary Construction, Consulting Engineering, Design and Construction experience in
local and international market ranging from reinforced concrete structures, water retaining
structures, civil infrastructure, buildings and railway engineering.

Experienced as Contracts Manager. Project Manager and acting as the Engineer in terms of
General Conditions of Contract for Construction Works.

Specializing in
Contract drafting in accordance with CIDB and GCC 1990 / 2004 / 2010 / FIDIC / NEC / JBCC
Claims consulting, arguments, submissions and dispute resolution
Adjudication, Mediation and Arbitration

International Experience
Project Management in United Kingdom on Midlands Rail Renewal Project
Dispute Resolution: Sierra Leone, Zambia, Burundi, Papua New Guinea, Bahrain, Mexico, Mauritius

Other activities and publications
Author of Managing Construction Contracts with General Conditions of Contract (first editions
2009)
Part-time lecturer at Cape Peninsula University of Technology for Contract Management (BTech).
Training and Seminars presenting in GCC 2010

MICHAEL WILLIAM WATSON
BSc. (Civil Eng.) Master Public Administration. Pr.Eng. C.Eng.

Address: 26 Country Place, Hawthorne Ave, Sunridge Park, Port Elizabeth, 4045
Telephone: 041-360-4408; Cell: 082-750-7060 : Fax: 086-671-0552
Email: mwatson@mweb.co.za

Membership of Professional Institutions:
FSAICE; MICE (UK); Pr.Eng. C.Eng.

Working experience:
40 years experience in design, construction, and administration of Civil Engineering works,
particularly bridges, water supply, reservoirs, pipelines, pump stations, roads and township services.
Dispute resolution experience:
About 92 disputes dealt with in the following appointments:-

April 2014 – Mediator between group of 4 consulting engineers and Chris Hani District Municipality. Disputes resolved.

March 2014 – Appointed permanent one-man Adjudication Board for disputes between Martin & East (Pty) Ltd and City of Cape Town. On-going 3-year appointment.


Dispute resolved.

August 2013 – Mediator THM / EL Gregory / Bright Idea JV and Buffalo City Municipality. Mediation abandoned.


September 2012 – Adjudicator between Zama Manzi and Chris Hani District Municipality. Disputes resolved.

August 2012 - Mediator between Masakeni Construction and NMB Municipality. Disputes resolved.

June 2012 – Mediator between Penny-Farthing Engineering and NMB Municipality. Dispute resolved.

May 2012 – Adjudicator between Fountain Civil Engineering and eThekwini Municipality. Disputes resolved.

March 2012 – Adjudicator between Nucon Roads and ABSA Bank. Adjudication abandoned.

February 2012 – Adjudicator between Nucon Roads and Senqu Municipality. Adjudication complete.

Disputes resolved.

February 2012 – Mediator between Ursa Civils and NMB Municipality - extension of time and defect liability claims. Disputes resolved.


November 2011 – Appointed permanent one-man Adjudication Board Civils 2000 (Pty) Ltd and City of Cape Town – Muizenberg Main Road upgrade. On-going appointment. 18 disputes resolved so far.


May 2011 - Mediator in numerous disputes between WK Construction and NMB Municipality. Construction of 1,200 houses. All disputes resolved.


September 2010 – Mediator between Ngelethu Construction and NMB Municipality. Disputes resolved.

February 2010 – Mediator between Penny Farthing and Cacadu District Municipality. Dispute resolved.


July 2009 – Adjudicator between WK Construction and uThukela Water. Dispute resolved.


January 2009 – Mediator between Give Ziyawa and Makana Municipality. Opinion not accepted by either party and subject to litigation.

November 2007 - Mediator between WK Construction and NMB Municipality. Opinion not accepted by one party and referred to arbitration. Arbitrator confirmed Mediator’s Opinion and dispute settled.


November 2006 - Mediator between Lovemore Heights Estate (Pty) Ltd. and Omega Civils (Pty) Ltd. Disputes resolved.
August 2003 - Mediator Lukhanji Municipality (Queenstown) and Sayibamba Contractors. Disputes resolved.
March 2002 - Mediator Cacadu District Municipality and Sword Contractors. Disputes resolved.

Specialising in:
Most Municipal and Government infrastructural projects relating to design, construction, and administration of Civil Engineering works, particularly bridges, water supply, reservoirs, pipelines, pump stations, roads and township services.

BRYAN WESTCOTT

BSc Eng, Pr Eng, Pr CM, C Eng, MSAICE, MICE

“Accredited Mediator (LSM).”

Professional Civil Engineer
Address: P.O. Box 564, Cramerview, 2060
Tel: (011) 706 7135
Cell: 083 653 3620
Fax: (086) 504 2384
Email: bjw@icon.co.za

ID No: 4901015006088

Qualifications:
B.Sc (Civil Engineering), University of the Witwatersrand- 971 (Student No 03193570)
Certificate in Arbitration, Association of Arbitrators (Sa)-2011

Professional Registration:
Engineering Council of SA (ECSA): Professional Engineer, Reg. No: 760138
Engineering Council (UK): Chartered Engineer (C. Eng), Reg. No: 582704
SACPCMP: Professional Construction Manager, Reg. No: C/656/2006

Professional Associations:
Member, South African Institution of Civil Engineering – 1976 Membership No: 011559
Member, Institution of Civil Engineers (UK), Membership No: 67105376
Associate Member of the Association of Arbitrators, Membership No: 3059

Continued Professional Development:
Construction Management Program, University Of Cape Town, 1983
Numerous Construction Industry Related Short Courses in:
Occupational Health and Safety, Contract Law, Concrete Technology, Labour Relations,
Construction Plant and Equipment, Construction Methods, Accounting and Financial Management.
Managing and Motivating people Program, University Of Cape Town – 1981.
Accredited Facilitator, Assessor & Moderator- Construction Education & Training Authority (CETA). Conduct, assess and moderate Outcomes-Based Training
SAICE Courses on NEC, GCC 2010 and FIDIC Contract Documents
Accreditation as a Consultant in Targeted Procurement as a Responsible Agent.

Professional Activities:
SAFCEC-(South African Federation of Civil Engineering Contractors)
-North Branch Deputy Chairman 1998 - 2000
- North Branch Chairman 2000 – 2002
- National Vice President 2000 – 2002
- National Deputy President 2002 – 2004
- National President 2004 – 2006
- Other SAFCEC Committees:
  - Training Committee
  - Human Resources Committee (Member Of The National Wage Negotiation Team)
  - Enterprise Development Committee
  - Economics Committee
  - Client Liaison Committees

CIDB - Member Of Focus Group 6 Advisory Panel
EPWP - Member Of The Industry Liaison Committee
BUSA - AFCEC Representative at Business Unity South Africa (BUSA)
ECSA - Voluntary Association, Industry Representative
SACPCMP - Voluntary Association, Industry Representative
SAICE - Member Of The Panel Of Mediators
NHBRC - Director 1999 - 2001
Eskom - Register of NEC Adjudicators
Jipsa & ASGISA Programs – Member Of the Deputy State Presidents Industry Advisory Panel.
CIDB – Member of the CIDB Panel of Adjudicators for Construction Contracts

Contribution to Publications:
20. Career Guidance for School Learners

The SAICE-SAFCEC Civil Engineering Career DVD

saice
HERITAGE | ENGINEERING | PEOPLE
THE SAICE-SAFCEC CIVIL ENGINEERING CAREER DVD

The DVD engineered by the South African Federation of Civil Engineering Contractors (SAFCEC) and SAICE is still in demand. The DVD is configured to play on a television using a standard DVD player or on a computer (PC only). The DVD has been successfully used at Science Expos, career days, etc. and both SAFCEC and SAICE have distributed large numbers of these DVDs on request from individuals and institutions. The DVD covers the entire career spectrum in civil engineering and construction.

The approximately 30 interviews with workers on site are exciting to watch and they inspire learners as almost all these people are passionate about what they are doing, from the Engineer to the Shutter-hands, Site Managers, Crane Operators, etc.

The DVD emphasises the importance of Pure Maths and Science, as well as writing the third paper i.e. Geometry and Trigonometry, to enable a learner to become a civil engineering professional.

Please contact Career Guidance
E mail: careers@saice.org.za
Tel: +27(0)11 805 5947
# CIVIL ENGINEERING & OTHER ENGINEERING & DEVELOPMENT PROFESSIONS

<table>
<thead>
<tr>
<th>CIVIL ENGINEERING &amp; OTHER ENGINEERING &amp; DEVELOPMENT PROFESSIONS</th>
<th>The WONDERFUL world of civil engineering</th>
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</thead>
<tbody>
<tr>
<td>1. Aeronautical engineering</td>
<td>1.1</td>
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<td>2. Agricultural engineering</td>
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<td>3. Chemical engineering</td>
<td>1.3</td>
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<td>4. Harbours and coastal structures</td>
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<td>4</td>
<td>Electrical engineering</td>
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<td>5</td>
<td>Electronic engineering</td>
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<td>6</td>
<td>Mechanical engineering</td>
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<td>7</td>
<td>Metallurgical engineering</td>
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<td>8</td>
<td>Mining engineering</td>
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<td>9</td>
<td>Architect</td>
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<td>10</td>
<td>Quantity surveyor</td>
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<tr>
<td>11</td>
<td>Town &amp; regional planner</td>
</tr>
<tr>
<td>12</td>
<td>Land surveyor</td>
</tr>
</tbody>
</table>
| 13 | }
Student’s Details:

First Name(s):
Surname:
ID Number:
Telephone Number:
Cell Number:
Province:
Email:
Postal Address:

Tertiary Institution:
Campus:

Please indicate current study level:
Degree:
Diploma:
Please indicate study level for which bursary is required:
Degree:
Diploma:

In the case of Diploma students, please indicate whether you have completed your P1 and P2, and as well as in which year:
P1:
P2:

Important! Please attach a certified copy of your identity document.

Parents’/Guardians’ Details:

Title:
Initials:
Surname:
Occupation:
Telephone Number (w):
ID Number:

Financial Information:

Will you be receiving financial assistance from any other source, e.g., a bursary or loan? If so, please supply us with the relevant details:

Source:
Amount:
Conditions:

Attach any other information that you feel could be relevant to your financial situation.

Applicant’s signature:
Date:

Important! Please attach a certified printout of your full academic record, from the date of first registration at the tertiary institution concerned, until your most recent examination.

Closing dates for applications:
For first semester: 31 January
For second semester: 31 July

T: +27 11 805 5947 // F: +27 11 805 5971
E: spebs@saice.org.za // W: www.saice.org.za

Important! Please attach a certified copy of your identity document.

Please note: We are not able to consider students from foreign countries.
SPEBS is a bursary scheme administered by the South African Institution of Civil Engineering (SAICE) to assist financially needy and academically deserving students who study towards the National Diploma or the Degree in Civil Engineering at a South African tertiary institution.

National Diploma students: Only candidates who have already passed their first level (S1) National Diploma examination are considered. SPEBS bursaries are therefore intended for S2, S3 and S4 civil engineering students only.

Degree students: Only candidates who have already passed their first year examinations are considered. SPEBS bursaries are therefore intended for 2nd, 3rd and 4th year civil engineering students only.

Bursaries are granted per semester. As SPEBS funds are limited, bursaries are awarded on merit - thus, excellent marks improve a student’s chances of being awarded a SPEBS bursary.

To be considered for a bursary, an applicant must have completed all the subjects from previous study levels. Depending on the student’s academic performance, and the availability of funds at the time, an allocated bursary could be extended to assist the student until completion of his/her course.

SPEBS funds are intended to partially cover registration, tuition and books. Currently we award bursaries to a maximum of R6 500 per student per semester but, depending on the conditions set by the patron donating the money, this amount could be more or less than R6 500.

Successful candidates are notified accordingly during March or September, they have to provide us with certified proof of registration, which clearly states subjects registered for, before funds are released. Bursaries are made payable to the tertiary institution concerned to be credited to the bursar’s account.

To be considered for a bursary, an applicant must have completed all the subjects from previous study levels.

OUR OBJECTIVE

To advance professional knowledge and improve the practice of civil engineering.

OUR MISSION

Our mission is to be a learned society for all those associated with civil engineering. We strive to provide the community with environmentally and economically sustainable infrastructure. We also cater for the interests and needs of our members by creating an effective communication channel in a strong, dynamic and stable organisation.

Our members are provided with continuing education in technical, managerial and communication skills. Also, we aim to advance and uphold the ethics of the civil engineering profession and to promote it as a highly respected profession and a desirable career. Above all, we want to encourage our members to strive for excellence in civil engineering.

OUR HISTORY
SAICE PATRONS’ ENGINEERING BURSARY SCHEME

1. ADVERTISE
2. APPLICATIONS
3. ADMINISTRATION (Adjudication)
4. ADMINISTRATION (Pre-award)
5. ADMINISTRATION (Post-award)
1. **ADVERTISE**

National Office E&T Department writes to all institutions that offer Civil Engineering qualifications, to advise that applications for SPEBS are open, and when the closing date for the following year would be.

The SPEBS information sheet to accompany the letter *(SPEBS 1)*

2. **APPLICATIONS**

Application forms to be available on the SAICE website, from national Office and from HOD's at tertiary institutions *(SPEBS 2)*.

All completed applications with full supporting documentation to be submitted to the E&T Department at National Office.

**Note:** An alternative abridged information sheet and application form is also available off the SAICE website *(SPEBS1b)*

3. **ADMINISTRATION (ADJUDICATION)**

3.1 Separate applicants that qualify from non-qualifiers
3.2 Acknowledge receipt of applications and inform non-qualifiers that their applications was unsuccessful and provide reasons *(SPEBS 3)*
3.3 Acknowledge receipt of applications and inform applicants that qualify that they will be informed of the outcome at a later stage. *(SPEBS 4)*
3.4 Verify the information of qualifying candidates (Exam results/proof of registration/financial statement from universities)
3.5 Determine the needs analysis of student (parent employment status/income status/etc)
3.6 Arrange an E&T meeting (if not in time for scheduled meeting) to select the successful candidates.
3.7 Decide on amount to be distributed in financial year and inform panel members.
3.8 Decide on the successful candidates

4. **ADMINISTRATION (PRE-AWARD)**

4.1 Inform successful applicants of the outcome and request that he/she either accepts or reject bursary. *(SPEBS 5)*
4.2 In the event of acceptance, provide legally binding contract to applicant. *(SPEBS 6)*
4.3 On receipt of the contract determine the banking details of the academic institution.
5. **ADMINISTRATION (POST AWARD)**

5.1 Deposit funds in the account of the academic institution clearly referencing the student’s number.

5.2 Inform bursar that funds have been deposited into the account of the academic institution. It is the responsibility of the bursar to confirm with the institution that funds were received. *(SPEBS 7)*

5.3 Inform branches and student chapters in the area of the respective academic institution of the students that received SPEBS funding. *(SPEBS 8)*

5.4 Request branches and student chapters to draw the student into their activities and encourage them to cultivate a system of support to the student. *(SPEBS 8)*

5.5 Inform donors to the SPEBS funds of the successful candidates, who they are, which institutions they are attending, where possible what they will utilise the funding for, etc. In the process thank the donors for their support. *(SPEBS 9)*
**SPEBS**

**SAICE Patrons’ Engineering Bursary Scheme**

*SPEBS* is a bursary scheme administered by the South African Institution of Civil Engineering (SAICE) to assist financially needy and academically deserving students who study towards the National Diploma or the Degree in Civil Engineering at a South African tertiary institution.

**National Diploma students:** Only candidates who have already passed their first level (S1) National Diploma examination are considered. *SPEBS* bursaries are therefore intended for S2, S3 and S4 civil engineering students only. Please note students currently doing experiential learning and vacation work do not qualify for *SPEBS* funding.

**Degree students:** Only candidates who have already passed their first year examinations are considered. *SPEBS* bursaries are therefore intended for 2nd, 3rd and 4th year civil engineering students only.

Bursaries are granted per semester. As *SPEBS* funds are limited, bursaries are awarded on merit – thus, excellent marks improve a student’s chances of being awarded a *SPEBS* bursary. To be considered for a bursary, an applicant must have completed all the subjects from previous study levels. Depending on the student’s academic performance, and the availability of funds at the time, an allocated bursary could be extended to assist the student until completion of his/her course.

*SPEBS* funds are intended to partially cover registration, tuition and books. Currently we award bursaries to a maximum of R6 500 per student per semester but, depending on the conditions set by the patron donating the money, this amount could be more or less than R6 500.

Successful candidates are notified accordingly during March or September, after which they have to provide us with certified proof of registration, which clearly states subjects registered for, before funds are released. Bursary cheques are made payable to the tertiary institution concerned to be credited to the bursar’s account.

Note: Students receiving *SPEBS* funding, must become student members of SAICE

We regret that we are not able to consider students from foreign countries.

**CLOSING DATES:** For first semester 31 January
For second semester 31 July

**APPLICATION FORMS AVAILABLE FROM:**

SAICE – SPEBS Desk  
Private Bag X200  
HALFWAY HOUSE  
1685

Tel: 011 805 5947 (Office hours)  
Fax: 011 805 5971  
E-mail: spebs@saice.org.za
APPLICATION FORM FOR UNDERGRADUATE STUDIES

SAICE/SPEBS

- Closing date for bursary application:
- Use block letters to complete the form
- Give concise answers and where applicable, mark with X
- This form is only for use by persons who are not staff members of the South African Institution of Civil Engineering
- Attach a recent passport-size photo, ID, academic records and copies of Qualification/certificates
- Incomplete or late applications will not be considered
- Forward application to:
  The Manager
  Education & Training Department
  SAICE
  Private Bag X200
  Halfway House
  1685

How did you know about the SAICE/SPEBS bursaries

<table>
<thead>
<tr>
<th>University Staff</th>
<th>Friend</th>
<th>Internet</th>
<th>Career Awareness</th>
<th>Other, specify</th>
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A. PARTICULARS OF APPLICANT

Title: .... Surname: .................................................................................................................................................................

First Names: ........................................................................................................................................................................

Male [ ] Female [ ]

Identity number:

African [ ] Asian [ ] Coloured [ ] Indian [ ] White [ ]

Nationality: ........................................................................................................................................................................

Province: ..............................................................................................................................................................................
Disability

Yes  No

Marital status: ........................................... Home language: .................................................................

Postal address: Residential address:
........................................................................... .................................................................
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Postcode: ............... Postcode: ............... 

Cell phone no.: ...........................................

Tel. No.: (h) ........................................ Code. : .................................................................

Tel. No.: (w) ........................................ Code.: .................................................................

Fax. No.: ........................................ Code.: .................................................................

E-mail.: ..........................................................................................................................................................................

B. PARTICULARS OF DEGREE/DIPLOMA FOR WHICH YOU WISH TO RECEIVE
THE BURSARY

Student number (if available): ...........................................

At which university are you/do you intend studying.: .................................................................

Degree, e.g. B.Sc. Eng/Nat.Dipl.: .................................................................

Main subjects.: ............................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................
..........................................................................................................................................................................................

Mark the academic year of study for which you are applying:

1  2  3  4
C. OTHER BURSARIES OR SPONSORS

Do you presently study with a bursary  Yes  No

If yes, name of the bursary: ........................................................................................................................................

Annual value of the bursary: .....................................................................................................................................

Father’s occupation: ..................................................................................................................................................

Mother’s occupation: ..................................................................................................................................................

Guardian’s occupation: .............................................................................................................................................

Mark your father’s monthly income group (R)

<table>
<thead>
<tr>
<th>&lt;2500</th>
<th>2501-5000</th>
<th>&gt;5000</th>
</tr>
</thead>
</table>

Attach a proof of income

Mark your mother’s monthly income group (R) or sworn affidavit

<table>
<thead>
<tr>
<th>&lt;2500</th>
<th>2501-5000</th>
<th>&gt;5000</th>
</tr>
</thead>
</table>

Mark your guardian’s monthly income (R)

<table>
<thead>
<tr>
<th>&lt;2500</th>
<th>2500-5000</th>
<th>&gt;5000</th>
</tr>
</thead>
</table>

How many other dependants are still at home?

No. of dependants at tertiary institution: ..................

No. of dependants still at school: .............................

Do you have or have you received a study loan? Yes No

If yes, name of the loan: .............................................................................................................................................

For what purpose? ......................................................................................................................................................

When did you get it? ......................................................................................................................................................

If you are not currently enrolled at an educational institution, please indicate what you are doing at present

..................................................................................................................................................................................
..................................................................................................................................................................................
..................................................................................................................................................................................
..................................................................................................................................................................................
..................................................................................................................................................................................
D. DETAILS ABOUT PARENTS/GUARDIAN/NEXT OF KIN

Title ............... Surname ..............................................................

Initials ...............

Identity number

<p>| | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
</table>

Relationship

<table>
<thead>
<tr>
<th>Mother</th>
<th>Father</th>
<th>Other, specify</th>
</tr>
</thead>
</table>

Postal address: Residential address:

.............................................................................  .............................................................................
.............................................................................  .............................................................................
.............................................................................  .............................................................................
.............................................................................  .............................................................................

Postcode: .............................................................  Postcode: .............................................................

Cell phone no.: .....................................................

Tel. No.: (h)..........................................................  Code.: ..................................................................

Tel. No.: (w)..........................................................  Code.: ..................................................................

Fax. No.: ..............................................................  Code.: ..................................................................

E-mail.: .............................................................................................................................................

E. DOCUMENTATION

Please attach certified copies of the following:

❖ Identity document
❖ Certificates of qualifications (e.g. Senior Certificate)
❖ Academic records (e.g. all levels of study completed to date)
❖ Family income or an affidavit if parents are unemployed
❖ Admission letter
F DECLARATION

I certify that the information supplied in this application is correct and that, if I am awarded a bursary, I will abide by the regulations applicable.

Signature of applicant

...........................................................................  Date .................................................................

If still a minor, signature of parent/guardian

.............................................................................  Date ..................................................................
Date

Dear Applicant

APPLICATION FOR SPEBS BURSRY FUNDING

Thank you for submitting your application for SPEBS funding.

It is noted that you have only recently completed your senior certificate. Please note that SPEBS funding is only provided to students who have already successfully completed their first year of study at either a University or a University of Technology.

Also note that the funding is only available to students who study in the civil engineering field. It appears that you have expressed an interest in a different field of engineering.

Notwithstanding the above we would like to wish you well in your future studies, and should SAICE in future be able to assist you, we would gladly do so.

Yours faithfully

..............................................................
Manager: Education and Training
Dear Applicant

APPLICATION FOR SPEBS FUNDING

Thank you for submitting an application for SPEBS funding.

Kindly note that whilst we endeavour to assist as many students as possible, funds are limited and SAICE is in the process of evaluating all applications.

As soon as the process of evaluation is completed, you will be informed of the outcome of your application. We envisaged this process to be completed by ............... 20..

In the event that you need more information, please do not hesitate to contact us. We wish you well in your studies and trust it will be success.

Yours faithfully,

...................................................................
Manager: Education and Training
Dear Applicant

APPLICATION FOR SPEBS FUNDING

Thank you for submitting an application for SPEBS funding.

After due consideration of all applications submitted, SAICE has pleasure in awarding you a bursary to the value of R …………… for the first/second semester of ……………

Kindly note that funds are limited and in the event that you have received other financial assistance that surpasses the value of this bursary significantly, you must inform the SAICE Education and Training office, in which case the funding will be afforded to another deserving student. Notwithstanding the award SAICE will liaise with your academic institution to determine that no additional assistance was received.

In the event that you do not accept this funding, kindly inform the SAICE bursary office as soon as possible. In the event that you do accept the offer, kindly complete and sign the attach contract that should be returned to SAICE by return mail (or fax). Please pay careful attention to conditions set out in the attached contract (Form SPEBS6), by which you will be bound.

Should you have any further questions, please do not hesitate to contact the SAICE bursary office. We wish you well in the completion of your studies and hope that you will find it an enjoyable experience and a valuable investment in your future.

Yours faithfully,

...............................................................

Manager: Education & Training
BURSARY AWARD AGREEMENT

Entered into by and between

The SPEBS bursary fund through the South African Institution of Civil Engineering herein represented by

.................................................................................................................................................................. duly authorised thereto (hereinafter referred to as SAICE)

And

..................................................................................................................................................................

(full names and surname of the recipient hereinafter referred to as the bursar)

Identity number


1. PREAMBLE

WHEREAS SAICE undertakes to grant the bursar a bursary award in order to allow him/her to obtain a degree/diploma (delete that which is not applicable) in

..................................................................................................................

...................................................................................................................(name of study field) subject to the terms and conditions contained in this Agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

2. OBLIGATIONS OF SAICE

2.1 SAICE grants the bursar the bursary in terms of this Agreement for the specific purpose of obtaining a ...........................................(degree/diploma) in the Study course at ....................................................................................................(state institution) for the year (state year of study, e.g. 1st, 2nd, etc.).

2.2 The bursary award shall consist of an amount, determined by SAICE, equivalent to the registration, class and examination fees of the .................................................................(state institution) in respect of the study course, as well as reasonable costs in respect of tuition, accommodation, meals and study books for the academic year of hereinafter collectively referred to as “allowances”
2.3 The allowances are subject to review at the discretion of SAICE/SPEBS and at all times subject to the availability of funds of SAICE/SPEBS set aside for the purposes of awarding bursary awards.

2.4 The allowances shall be paid out to and/or on behalf of the bursar as regarded as suitable and arranged by SAICE/SPEBS

2.5 The bursary award shall be granted for a period of 1 (one) academic year and can subsequently be renewed at the discretion of SAICE/SPEBS. Each renewal shall be subject, inter alia, to receipt by SAICE/SPEBS of satisfactory reports from the relevant institution concerning the bursar’s academic progress and conduct.

2.6 Nothing contained in this Agreement will oblige SAICE/SPEBS or place any liability upon SAICE/SPEBS to provide or secure employment to the bursar during the course of this Agreement or subsequent to the bursar having obtained the prerequisite qualifications in terms of the study course, nor to provide experiential training to the bursar.

2.7 If SAICE/SPEBS should at any time after the coming into effect of this Agreement grant the bursar any concession of whatever nature in respect of the observance of the bursar’s obligations in terms of this Agreement, such concession shall in no way be construed as a waiver by SAICE/SPEBS of any of its rights in terms of this Agreement and such concession shall, at all times, be subject to SAICE/SPEBS right to cancel the bursary.

3. OBLIGATIONS OF THE BURSAR

3.1 The bursar shall not, without first having obtained written permission from SAICE/SPEBS, be entitled to deviate from the study course mentioned or to change from institution.

3.2 The bursar shall provide SAICE/SPEBS with the statement of account from the Institution, the postal address at the institutions and any change in his/her contact numbers.

3.3 In the event of the bursar residing in a private residence during his/her studies at the institution that is not the home of any direct relative of the bursar, the bursar must submit proof of his/her residence contract to SAICE/SPEBS

3.4 He bursar shall be required by the institution to sign a form/document when receiving/acknowledging any payment/allowance due to him/her, e.g. Schedule of Particulars

3.5 After the successful attainment of the relevant qualification, he/she will submit a copy of his/her qualification to SAICE/SPEBS

3.6 Unless otherwise agreed in writing between SAICE/SPEBS and the bursar, the bursar shall travel to and from his/her place of residence to the institution at his/her own expense.

3.7 Any costs associated with aegrotat exams or supplementary exams will not be paid for by SAICE/SPEBS, but will be for the account of the bursar.

3.8 Under no circumstances will the allowances cover costs or fees not normally associated with academic progress in the study course, such as fines, interest or penalties.

3.9 All claims of the bursar in respect of unpaid parts of the allowances must be received by not later than 30 November of each year. Any claims received after this date will not be considered for payment by SAICE/SPEBS.

3.10 The bursar agrees to the jurisdiction of the Magistrate’s Court in terms of Section 45 of Act No. 32 of 1944 (as amended) to the effect that SAICE/SPEBS can institute any legal proceedings in respect of this Agreement in the Magistrate’s Court of any district which has jurisdiction over the bursar according to the Act mentioned.
3.11 The bursar agrees to pay legal costs on the attorney and own client scale as well as collection commission on the then outstanding amount, should any legal steps be taken by SAICE/SPEBS in accordance with this Agreement.

4. ADDITIONAL SPONSOR/BURSARY

4.1 The bursar shall not be allowed to have any additional sponsor/bursary that will impose an obligation on him/her to serve at the end of the study programme.

4.2 In the event that the bursar being granted an additional sponsor without contractual obligations, the bursar must inform SAICE/SPEBS about the value of the other sponsor/bursary. SAICE/SPEBS will determine the amount it will contribute to the bursar depending on the level of study.

5. SUSPENSION OF THE BURSARY

5.1 In the event of the bursar not being successful in the field of study, SAICE/SPEBS shall have the right to suspend the bursary award. Reinstatement of the bursary award shall then only be considered when the level of study in question has been completed successfully by the bursar at his/her own expense. Nothing contained in this clause shall prevent SAICE/SPEBS from waiving its right to invoke the provisions contained in this clause in circumstances regarded as appropriate by SAICE/SPEBS.

6. TERMINATION OF THE BURSARY CONTRACT

6.1 SAICE/SPEBS may terminate the bursary anytime should the bursar;
6.2 Fail to observe any one or more of the terms and conditions of this Agreement; or
6.3 Be guilty of misconduct in terms of the rules of the institution or not making satisfactory progress in his/her studies; or
6.4 Discontinue his/her studies for the study course or another course embarked on without the prior written consent of SAICE/SPEBS as stated.
6.5 SAICE/SPEBS will be entitled to cancel this Agreement forthwith, even during the course of an academic year. After the date of such cancellation, SAICE/SPEBS shall make no further payments whatsoever to or on behalf of the bursar. SAICE/SPEBS will also have the right to recover any monies paid plus interest at the rate determined by the Minister of Finance in terms of section 80(1)b of the Public Finance Act, 1999 (Act No. 1 of 1999) from time to time, from the date of breach of contract.

7. NOTICES AND DOMICILIA CITANDI ET EXECUTANDI

7.1 Any notice, request, consent, or other communication made between the parties pursuant to the Agreement shall be in writing and shall be regarded as to have been made when delivered in person to an authorised representative of the party to whom the communication is addressed, or when sent by registered post, telex, telegram or facsimile to such party at the address specified in clause 7.3
7.2 A party may change its address for receipt of communications by giving the other party 5 (five) days advance notice of such changes.
7.3 The parties select as their respective domicilia citandi et executandi the following physical addresses, and for the purposes of giving or sending any notice provided for or required in terms of this Agreement, the following:

7.3.1 SAICE/SPEBS

Physical: Thornhill Office Park, Block 19, Bekker Street, Vorna Valley 1685
Postal: Private Bag X200 Halfway House 1685

7.3.2 The bursar

Physical: ............................................................... ...........................................................
Postal: ............................................................... ...............................................................

7.4 Any notice addressed to a party at its physical or postal address shall be sent by prepaid registered post, or delivered by hand, or sent by facsimile.

7.5 Any notice shall be regarded to have been given if –

7.5.1 posted by prepaid registered post, 14 (fourteen) days after the date of posting thereof,
7.5.2 hand delivered, on the day of delivery, and
7.5.3 sent by facsimile, on the date and time of sending of such facsimile, as evidenced by a fax confirmation printout.

Signed by the bursar at ............................................................... on this ..................... day of
.......................................................... 20 .......... in the presence of the undersigned witnesses.

As witnesses:

1 ............................................................... 
2 ...............................................................
Bursar

Duly assisted by me as the parent/guardian of the bursar.

........................................................................................................................................................................
Parent/guardian Initials and surname of parent/guardian in block letters

Address of parent/guardian

........................................................................................................................................................................................................

Signed on behalf of SAICE/SPEBS at .................................................. on this .................... day of .......................................................20 ...........  in the presence of the undersigned witnesses.

As witnesses:

1 .............................................................................................................

2 .............................................................................................................

SAICE/SPEBS
PAYMENT TO STUDENT FORM

PERSONAL DETAILS

Name.: …………………………………………………………  Student no.: …………………………………………………
Institution.: ………………………………………………….
Home address.: Address of institution.:
…………………………………………………………………….  …………………………………………………………………
…………………………………………………………………….  …………………………………………………………………
…………………………………………………………………….  …………………………………………………………………
Tel. no.: ……………………………………………………….  Tel. no.: ……………………………………………………
Code.: ……………………………………………………….  Code.: ……………………………………………………….

ACKNOWLEDGEMENT OF RECEIPT

I, ………………………………………………………………………………………………………., acknowledge receipt of
amount of  R………………………………………………………………… from my bursary through SAICE/SPEBS which
has been credited to my fees account.
This amount has been requested for the following:

Amount (R)
Book allowance: ………………………………………………….
Meal allowance: …………………………………………………
Private accommodation: ………………………………………
Student refund …………………………………………………

Total  R
Student signature: ……………………………………………
Date: ………………………………………………………
Dear Branch Chairman

SPEBS FUNDING RECIPIENTS

We hope that this correspondence finds you well.

Please note that the list of students names appearing below have received SPEBS funding and are currently studying at an academic institution in your region.

Student
Student
Student
Student
Student

We request that the branch and student chapter approach the students to become involved in the activities of the branch and student chapter and to assist the students in adapting to their study environment. In addition to this any form of academic assistance and guidance will be appreciated to facilitate the academic success of the student. The contact details of the students appear above.

We trust that you will be able to assist the National Office in this endeavour that we hope will strengthen the Institution for the future.

Yours faithfully,

Manager: Education and Training

cc

Executive Board
Young Members Panel
Dear Donor

**SPEBS FUNDING RECIPIENTS**

We hope that this correspondence finds you well.

Please note that the list of students names appearing below received SPEBS funding. Their respective academic institutions and the amount of funding received also appear below.

<table>
<thead>
<tr>
<th>Student</th>
<th>Academic Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Academic Institution</td>
<td>Amount</td>
</tr>
<tr>
<td>Student</td>
<td>Academic Institution</td>
<td>Amount</td>
</tr>
<tr>
<td>Student</td>
<td>Academic Institution</td>
<td>Amount</td>
</tr>
</tbody>
</table>

On behalf of the recipients we wish to express our sincere gratitude for your generous donation to the SPEBS funding initiative. We trust that these donations will bring about a positive result in the academic training of these students and that it will facilitate their future success and contribution to the industry.

We trust that we can continue to rely on your continued support.

Yours faithfully,

...........................................................................
Manager: Education and Training
# BURSARY APPLICATION CHECKLIST

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student no:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID Number:</th>
<th>Sex:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Race: (Mark with an X)</th>
<th>Black</th>
<th>Coloured</th>
<th>Indian</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic Institution:

Year and Semester of Study:

**Qualifying Criterion: (3.1)**

- Passed 1st year | Yes | No |
- Studying at accredited university | Yes | No |
- South African Citizen | Yes | No |

**Documents provided (3.4)**

- Exam results | Yes | No |
- Proof of registration | Yes | No |
- Financial statements from university | Yes | No |
- Proof of parents’ income statement | Yes | No |
- In case of government pensioners provide proof of government grant. (Confirmation letter from Dept. of Welfare) | Yes | No |
- Affidavit | Yes | No |

**Application Process**

- Application tabled at E&T panel meeting | Yes | No |
- Application approved by E&T panel | Yes | No |
- Applicant notified of outcome | Yes | No |
- Where successful bursary paid | Yes | No |
22. Bridge Building

International bridge building competition
A guide to rules for model bridge building
INTERNATIONAL BRIDGE BUILDING
COMPETITION

saice
THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING

INTERNATIONAL BRIDGE BUILDING COMPETITION

Contents

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  Teams
  Building Bridges
  Annual International Final Competition
  Sponsorship and the sustainability of the competition

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  Synopsis
  Introduction
  The Manner in which the competitions will be run
    Imperfect wooden sticks
    Bridge must be longer than the clear Span
    A cardboard piece for the deck of the bridge
    Clear Passageway required for traffic
    Limit to bridge depth below the level of the roadway deck
    Teams may not bring predrawn bridge outlines
    Suggested method of construction
    Several methods for clamping joints
    Overlapping and joining of members
    Building up compression members
    No restrictions on glued length at bridge joints
    An extra length of strong- string
    Bracing of bridge against supports
    Roadways which are not level
    Aesthetic Value
    Testing Procedures
    Decision of the judges
    Disqualification
    Liability
    Suggested formula for judging bridges
    Items which teams may bring to the competition
    Items which teams may NOT bring into the competition
    Items within the kit from the SAICE organisers

APPENDIX B - BRIDGE BUILDING ENTRY FORM ........................................................................................................................ 513
BACKGROUND

The South African Institution of Civil Engineering (SAICE) initiated the bridge building competition 19 years ago to further high school learners’ use of maths and science in an engineering context to grow the profession. It has since become an enormous success and is enjoyed by schoolchildren across the country, as well as neighbouring countries such as Namibia, Swaziland and Zimbabwe.

Because of its practical and hands-on nature, this event is our most successful initiative in attracting learners from previously disadvantaged rural schools, model C schools and private schools to civil engineering as well as promoting a general awareness of the profession. The competition provides a career guidance opportunity and gives pupils the chance to build bridges between people, cultures and countries!

The 20 local branches of the South African Institution of Civil Engineering organize local bridge building competitions in their areas. At the International Bridge Building competition, organized by the SAICE National Office, approximately 20 teams, the winners of the regional (branch) competitions and including the winning teams from Namibia, Swaziland and Zimbabwe, take part annually. The bridge building competition forms an integral part of some schools’ activities and is recognized on the same level as academic or sports achievements.

BRIDGE BUILDING COMPETITION HISTORY

The annual SAICE Bridge Building competition has its own interesting history. The competition started off in 1991 when the SAICE Durban Branch, under chairmanship of Carlos Mendes, decided to implement a bridge building competition for schools. The competition was based on the “Young Engineer” competition in Namibia, Swaziland, but was developed around the dual themes of building physical bridges and symbolic bridges between communities in order to build a new South Africa.

The first competition was held at the Civil Engineering Department of the University of Natal, utilizing equipment made especially by their workshops. It was won by a team from Westville Boys’ High School when their bridge carried a load of 29.5kg.

The competition has been held annually ever since by the Durban Branch, in order to achieve their aims of:

- Stimulating learners to enter the civil engineering profession.
- Exposing learners, their parents and the general public to the profession of civil engineering.
- Providing a fun-based, technologically challenging competition for learners.
- Bringing together learners and teachers across the wide spectrum of schools in a spirit of symbolic bridge and nation building.

This first competition was videoed and an edited version shown by the new Chairman Brian Downie to the SAICE Council in 1992, thus eliciting interest nationally. Following a further successful competition in 1992, the Durban Branch, as hosts of the 1993 SAICE National Congress, decided to
hold an international bridge building event at that Congress. Under the chairmanship of Brian Downie, convenor Phil Everitt managed to secure teams from Lesotho and Namibia, Swaziland, from the then independent territories of Transkei and Bophuthatswana, as well as from most of the SAICE Branches. Although the team from Zimbabwe was not able to attend, the international flavour was enhanced by utilizing visiting Rotary exchange scholars to provide two further teams representing North and South America, and Australasia. Due to time constraints the rules were specially amended to provide for an innovative “build on the day” competition with the testing taking place at the Congress cocktail party that evening. The event was a highlight of the Congress and was won by Alexandra High School from Pietermaritzburg. It was with mixed feelings that the Durban Branch allowed this highly successful innovation to be taken over by SAICE National Office to become a feature of all further congresses, and later an annual event in its own right.

A necessary amendment to the rules, which applies to this day, was also initiated by the Durban Branch, due to the fact that the 1992 winners of the Durban Branch competition, St Henry’s Marist Bros College, had refined their previous design to win the Branch competition in 1993 with a staggering load of 150kg. The Durban Branch then decided to keep the bridge building kits to the standardized 25 sticks of 3mm nominal thickness, but to change the rules each year, extending spans and changing heights above and depths below roadbed, in order to encourage innovation and fresh designs.

There is little doubt that the annual bridge building competition has, since its inception, captured the imagination of learners and teachers who continue returning for more every year.
PROCEDURE

Regional competitions:

<table>
<thead>
<tr>
<th>Province</th>
<th>SAICE Branches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Province:</td>
<td>Limpopo</td>
</tr>
<tr>
<td>North West:</td>
<td>North West</td>
</tr>
<tr>
<td>Gauteng:</td>
<td>Johannesburg</td>
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<tr>
<td></td>
<td>Pretoria</td>
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<td></td>
<td>Vaal Triangle</td>
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<tr>
<td>Mpumalanga:</td>
<td>Highveld</td>
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<td></td>
<td>Lowveld</td>
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<tr>
<td>Kwa-Zulu Natal:</td>
<td>Zululand</td>
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<td></td>
<td>Pietermaritzburg</td>
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<td></td>
<td>Durban</td>
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<td>Drakensberg</td>
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<td>Bloemfontien</td>
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<tr>
<td>Northern Cape</td>
<td>Kimberley</td>
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<td>Upington</td>
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<td>Western Cape:</td>
<td>Western Cape</td>
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<td>Southern Cape</td>
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<tr>
<td>Eastern Cape:</td>
<td>Algoa</td>
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<td>Amatola</td>
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<td></td>
<td>Transkei</td>
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</tbody>
</table>

The Branches make a sincere effort each year to run the local competitions. Some of the larger branches have a well organised system with regular local sponsorship, but some of the smaller branches have a problem in terms of capacity where the branch is run on a one-man basis (the SAICE North-West and Welkom branches are examples of this). Because of the problems
experienced, some branches may not be in position to hold the competition. National Office strongly encourages each branch to contact rural schools in the area and SAICE National Office is prepared to assist wherever possible. The winner/s of the regional competitions go through to the International Bridge Building Competition which is the ‘final’ in the series.

**Team:**
The bridge building teams consist of 3 learners each. SAICE tries to encourage learners in high school in grade 8 and 9, to enter as this is before they decide on a career path. We do not turn away learners from other grades, especially if they have decided to make civil engineering their chosen career.

**Building Bridges:**
The building of the model bridges is with dowel sticks, glue and string, according to a technical briefing and the bridge building rules which you’ll find in this document under APPENDIX A. Winning teams from SAICE Branches country wide, including teams from Namibia, Swaziland and Zimbabwe, come to the International Bridge Building Competition. The entry from is attached to this document as APPENDIX B:

**Annual International Final Competition**
The competition takes place annually and is often held in Pretoria, which is where the current sponsor, BKS (Pty) Ltd, has its head office. Depending on sponsorship, the teams are flown up for the event and are accommodated and fed. The teams arrive the day before the competition, settle in and prepare for the next day. After the bridge testing phase, which happens in the evening of the day of the competition, the teams get ready to depart the next morning.

**Sponsorship and the sustainability of the competition:**
In order for the competition to be successful and sustainable, a concerted effort must be made to approach the rural schools for training and participation in the competition. Training not only for the learners themselves but also for the teachers to facilitate the process and enable the learners to improve their technique and ability in this regard. To this end, we require sponsorship which will provide SAICE with the means to get these learners on board as well as benefit the sponsor in terms of exposure and branding.
APPENDIX A - A GUIDE TO RULES- FOR MODEL BRIDGE BUILDING

by A.D.W. Sparks, B. Holdridge and A. Clothier.

Synopsis:
This short paper provides a guide for school learners and to organisers of Model Bridge Building Competitions. Other verbal or written explanations will be provided at the venues of the Bridge Building Competitions. It is likely that these rules will be accepted as suitable for National Bridge Building Competitions.

Introduction:
Model Bridge Building Competitions for school learners have become an integral part of the activities of the SA Institution of Civil Engineering. The history and alternative forms of model testing will be described elsewhere. The views in this paper will be recorded in published form so that other organisers may use these rules. It is hoped that alterations or other views will also be published in a written form at future dates.

The Manner in which the competitions will be run:
*The steps in the bridge building competitions are as follows:*—

a.) The Local Branch of the SAICE will announce the date of the local competition, and will invite schools to submit their names for consideration. A local SAICE Branch committee might be forced to restrict the number of schools who partake. This is usually because of the limitation of the size of the venue, or because of the time limitation imposed by the testing procedures.

b.) This set of rules will be issued to each school team accepted into the competition. This set of rules is a basic set of rules.

c.) Construction kits will be issued to the teams on the morning or the competition.

d.) The clear span distance for the bridges will be announced on the morning of the competition.

e.) On the morning of the competition, the local organising committee might decide to provide a preliminary lecture on the interpretation of these rules, and on aspects of model bridge construction.

f.) Each school team will construct a model bridge using the kits supplied. Guidance on the interpretation of the rules will be provided, on request, during this construction period. Teachers, parents and friends will not be allowed in the construction area during the construction of the model bridges.

g.) The model bridge must be completed within a certain time.

h.) A certain amount of time is required to allow the glue to harden, and for the judges to evaluate the bridges for aesthetic value.

i.) At the time of testing, the members of each team will be required to load their own bridge model until it fails.

j.) The score for each bridge will include a score for aesthetic value, plus a score for the maximum load which it carried.

k.) The rulings of the appointed judges will be Final.

l.) If the winning team is to be entered into a National Competition, then the details of the National Competition will be announced to the winning team.

m) All members of the organizing committee are voluntary workers who make decisions and arrangements in good faith. The SAICE and its office bearers are not responsible for any injuries, losses or inconveniences which might arise. Please see the Liability disclaimer at the end of the rules.
The contents of the kit issued to teams on the day of the competition, are described in the Appendix to this paper. Substitute or additional material is not permitted.

**Glue tubes are rationed:**
Glue will be provided for constructing the model bridges. The number of glue tubes will be limited. Usually each team will only be allowed two glue kits. Before the start of the construction, please check that you know the rules relating to the number of glue tubes, which are permitted for each team. Extra glue will not be allowed. If epoxy glue is issued, it requires to be thoroughly mixed (e.g. on a cardboard card prior to the application of the mixture to the wooden joints. Do not mix epoxy glue on the joints, as this will result in almost zero strength of the glue.

**Imperfect wooden sticks:**
The wooden sticks will usually be cut from pine wood. The sticks have been thoroughly checked for imperfections and we can assure you that what has been selected is the best there is. The kits are numbered and when the team registers, the number they draw is the number of the kit they receive which includes the bundle of sticks. The sticks are not exchangeable unless the team finds another team that is willing to swap. This must be done before the building starts.

**Bridge must be longer than the clear Span:**
Clear span of the bridge is the gap of the ravine over which the bridge will be built. This is also the clear gap on the testing bed. The total length of the final bridge should be at least 60 mm longer than the clear span. A team will not be disqualified if the length of bridge is more than 60 mm longer than the clear span, but it must be understood that the total mass of the bridge will increase.

The clear span, which is specified on the morning of the competition, is usually longer than the longest stick that is provided. Rules exist with regard to the method of joining or overlapping two sticks. See the section on "overlapping". Severe penalty points apply to a model bridge if its length is equal to, or shorter than, the clear span.

**A cardboard piece for the deck of the bridge:**
A cardboard piece may be provided to form the deck of the bridge. i.e. the road surface. It may be glued on top of crosspieces, which join the two sides of the bridge. This deck must run the whole length of the bridge.

See Figure 1 and Figure 5c.

**Clear Passageway required for traffic:**
A clear passageway must exist along the whole length of the bridge. This passageway must be 100 mm wide (i.e. inside dimension of bridge) and of height at least 100 mm above the cardboard deck.
Loading apparatus must fit the bridge:
Teams are advised to study the loading apparatus.

During testing the weights will hang under the centre of the bridge. Please ensure that the loading device can be threaded through the side of the bridge. See Figure 2. The loading device may be borrowed from the organisers during construction of the bridge, so that a team may check that the loading device will fit between the members of the bridge, at the level of the deck of the bridge.

The loading device will either sit on the cardboard deck, or it can be supported in the region of the deck on the top of the side beams of the bridge (e.g. if these side beams are slightly higher than the deck). See Figure 5c.

Figure 1.
(Clear span can be up to 600 mm, sometimes more)

Figure 2a - Approximate Dimensions of a Loading Device:
Please check the dimensions of the device at your venue.

Figure 2b - Maximum width of bridge
**Limit to bridge depth below the level of the roadway deck:**
The loading device has a horizontal rod about 100 mm below the level of the deck. The long hook carrying the loads hangs from this horizontal rod. The bridge depth, measured downwards from the level of the roadway, may not exceed 85 mm at the centre of the bridge. (There is no limit to the height of the bridge above the level of the roadway, provided the free carriageway of 100mm by 100mm is preserved)

**Teams may not bring predrawn bridge outlines:**
Teams may NOT bring predrawn bridge outlines or premade bridge models into the competition area. Teams may NOT bring their own boards for the purpose of using their board as a jig for clamping members during the glueing process. Teachers, parents and friends may not give advice during the building process. In this connection, cell phones may only be used by a team, while the user is standing with the convenor.

**Suggested method of construction:**
Start early, by first constructing the most important members of the bridge, as the glue may be slow to dry. Read the section on "overlapping members"...

Each team will be provided with one large soft board plus approximately 30 long household sewing pins. Backing paper will be placed on the soft board so that glued joints do not stick to the soft board. It is suggested that a team should draw out the side views of the bridge on this backing paper. (Make sure that the bridge is longer than the clear span).

Teams may bring pocket calculators, and drawing instruments such as rulers, protractors and pencils into the competition area. Teams may also bring a small homemade wooden cutting block on which members may be held in place against a stop, while a cutting knife is used. Teams are encouraged to bring cutting tools such as an X-Acto type knife or a Stanley cutting knife, in order to make smoother cuts in members at the joints.

It is then an easy matter to cut the wooden members to fit on the drawing. Construct each side of the bridge as a flat grid on this backing paper, and use the household pins alongside the members in order to hold the joints in place, while the glue dries. When the sides of the bridge have been completed, the cross members between the two sides can be glued in place. Remember that the deck must fit on the bridge. Extra strength can be gained by glueing the cardboard deck to its supporting members. All four support corners of the bridge must be in the same plane.

**Several methods for clamping joints:**
a.) The easiest method is the use of the soft board and pins described above.
b.) Clothes pegs are also provided for clamping joints.
c.) A thin piece of string (usually coloured) will also be provided which may be used on a temporary basis to hold together joints or portions of the bridge. This string must be removed prior to testing, and may not form part of the final structure.
d.) In the past we have allowed teams to bring special clamps to hold together two or more members at a glued joint. These will continue to be allowed on an experimental basis. It is believed that methods (a), (b) and (c) are very efficient, and little advantage is gained if teams bring extra joint clamps.
If the glue requires as long period in order to set, then the model can be clamped in place as shown in Figure 3. If the glue is quick drying, then it is still necessary to clamp certain members to be in the same place. The four corner supports of the model bridge must be in the same plane.

![Diagram](image)

**Figure 3 - Using pins and a soft board**

**Overlapping and joining of members:**
The general rule in this section: "Two pieces which are running in the same direction (and this includes spacers) may not be glued together for a distance longer than 10 mm at any one spot. It is also not permitted to lay two pieces directly alongside each other (face to face) and merely glue them at points along their length. In this latter case spacers must be used."

a.) Two parallel members may not be glued together along their length. They may however be joined together via intermittent spacers as in Figure 4a. In figure 4a each spacer may not be longer than 10 mm, and the spacing between the spacers should be less than 50 mm.

![Diagram](image)

**Figure 4a - Spacers**
Overlapping and joining of members (continued):

b.) Joining two members in a butt joint (Figure 4b), leads to a weak joint, especially if this is used in a tension member.

\[
\text{Piece number 1} \quad \text{Glue} \quad \text{Piece number 2}
\]

Figure 4b - Butt Joint - a weak joint

c.) A butt joint can be strengthened by using side pieces. (Figure 4c)

\[
\text{Piece number 1} \quad \text{Glue} \quad \text{Piece number 2}
\]

max 20 mm

Figure 4c - Butt Joint - with side pieces.

max 10 mm

More than one side piece may be used at this joint

d.) A spliced joint is a stronger joint than a butt joint (See Figure 4d).

Side pieces (20 mm long) may also be used on the sides of this joint.

\[
\text{Piece number 1} \quad \text{Glue} \quad \text{Piece number 2}
\]

Figure 4d - Spliced Joint - a stronger joint than a butt joint.

e.) A simple lap joint of two members:

\[
\text{Glued lap joint}
\]

Must be 10 mm or less

Figure 4e - Permissible Lap joint
Building up compression members:

It is known that compression members first buckle sideways when loaded. Thereafter they deform too far in the sideways direction, at which stage they break. A single stick of wood can more easily carry a tension force than a compressive force. Members which carry large compressive forces must be strengthened. The members along the upper outline of the bridge (top chord) are usually the compressive members.

Compression members can also be built up from more sticks.

The vertical portion of any cruciform spacer can be one of the vertical members or one of the diagonal members of the bridge, and the horizontal portion of any cruciform spacer can be one of the horizontal members of the bridge. Diagonal members in the horizontal plane, can also be used as one of the horizontal portions of a "cruciform" type spacer.
Using three sticks:
The three sticks in Figure 5a are too close together. As a unit they do not provide much compressive strength. They should be further apart.

Figure 5a - You may use three sticks.

Figure 5b - Other layouts are possible.

Other layouts for three or more sticks may be used. For the different sticks to act in unison, they should be joined by spacers along their lengths at intervals.

Figure 5c - Section at Deck Level - Note that the Loading Device can rest on the side beam instead of on the cardboard deck. Note, the limit of 85 mm to underside of bridge. See above figure.

No restrictions on glued length at bridge joints:
The position where members come together from different directions is known as the bridge joint. There is no restriction on overlapping glue distances at a bridge joint. Members can also come together at a bridge joint from any direction.

**An extra length of strong-string:**
You will be provided with a 3m length of strong string which you may use in any manner as part of the final structure. It may be cut and knotted, or stuck to portions of the bridge. If a team decides to unravel the string and to use its separate pieces, the team is required to warn the organisers that this unravelled string is not part of the thin string used for temporary construction (the latter is discarded prior to testing).

**Bracing of bridge against supports:**
Up to the present, we have prevented teams from designing bracing against the abutments which support the bridge. But if suitable testing frames exist, then it may be announced by the organisers that bridges which brace against abutment supports will be permitted. The testing frame will be available for measurements. Teams should anticipate that such an announcement may be made on the morning of the competition. Teams should have thought about two different types of design prior to the competition. If permitted, bracing will not be compulsory.

![Figure 6 - Support Bracing - if permitted by organisers.](image)

**Roadways which are not level:**
Some teams wish to use a slightly humped roadway, even in conventional bridges which are not braced against their supports. The maximum hump distance permitted is \( h \frac{L}{6} \) where \( L \) = the clear span.

**Aesthetic Value:**
The judges will first give an aesthetic value to the bridge (e.g. out of 30 points).

The aesthetic value will depend mainly on the form or shape of the bridge. The simplicity of design is important. The members of a structure should be those that are obviously necessary for its stability. Extra frills usually detract from the simplicity of the structure.

Does the bridge look as though it is a bridge designed to carry loads.

A bridge that looks like a roof truss (i.e. high centre point diminishing to zero height near supports) may be able to carry a high load, but it might receive a lower aesthetic score than a model which looks like a bridge which will carry a moving vehicle. Neatness of workmanship will also be a factor.
**Testing Procedures:**
The mass of each bridge will be measured prior to the load testing. The order of testing will be decided by the judges. Bridges will be centrally loaded until they fail. Usually this will be done by using dead weights which are applied by the members of the respective team. The starting load may be stipulated to be 50 per cent of the previous highest load achieved by other bridges previously tested on this day. Team members should not look upwards while placing weights on hangers under bridges, and in particular they are asked to ensure that falling portions of the bridge or portions of the loading device do not injure their eyes. Judges will decide whether a load has been carried for long enough (e.g. five seconds).

**Decision of the judges:**
The decisions of the judges will be final. The winning bridge may, after testing, be retained by the judges and may be subjected to further examination.

**Disqualification:**
Each model bridge will be inspected, and any violation of the above rules can cause immediate disqualification, or a penalty score. The judges might allow a bridge to be corrected to comply with the rules.

**Liability:**
The South African Institution of Civil Engineering (SAICE) and other sponsoring organizations, and the members of the SAICE do not accept liability for injury or inconvenience to members of teams, or to members of the public during the competition, during the loading of the bridges and during travelling to and from a competition. Such risk is carried entirely by the team and its members.

**Suggested formula for judging bridges:**
The following formulae have been found to be acceptable. Either of these two formula may be used:

\[
\text{Score} = \text{Aesthetics out of 30 + 200} \\
* \left( \frac{\text{Failure Load} - \text{KG}}{\text{Mass of Bridge} - \text{Grams}} \right)
\]

\[
\text{Score} = \text{Aesthetics out of 30 + 20} \\
* \left( \frac{\text{Failure Load} - \text{Newtons}}{\text{Mass of Bridge} - \text{Grams}} \right)
\]

**Figure 7 - Suggested formula for scoring**
Items which teams may bring to the competition:-

• Pocket calculator for trigonometric calculations.
• Drawing instruments. e.g. Pencils, Protractor, Tape, Rulers, set squares.
• Cutting tools such as X-Acto or Stanley knife, and sandpaper.
• A block of wood for cutting, e.g. with a small stop.
• Small weights to place on joints while the glue dries. (e.g. these can be small sealed bags filled with sand)
• Small clamps for holding sticks together at a Joint. (these will probably not be necessary as other clamping systems are provided).

Items which teams may NOT bring into the competition:

• Under no circumstances may any team bring and use an item that will give them an unfair advantage over another team. These items include any 'power' operated items such as fans, hair dryers, electrical cutting equipment, etc
• Teams may not bring models of bridges, or pre-drawn sketches of bridges into the competition.
• Boards devised by teams as jigs for laying out bridge systems are not permitted.
• Teachers, parents and friends may not communicate design decisions to team members while the model bridges are being built.

Items within the kit from the SAICE organisers:

• 25 wooden sticks (approximately 4mm. x 4mm x 600 mm)
• One set of Epoxy Glue. Extra glue will not be permitted.
• One large soft board (optional) plus approximately 30 household pins.
• Backing paper for the soft board (optional). Teams may draw on this paper.
• Three metre length of strong cotton string which can be used in the final model.
• Some thin or coloured string for temporary clamping this is not part of the final model.
• Wooden clothes pegs for temporarily "clamping" construction joints.
• A mini-saw.

Elastoplast or Band-Aid for cuts will be available at the organiser’s table.
# APPENDIX B

## BRIDGE BUILDING ENTRY FORM

**SAICE BRIDGE BUILDING COMPETITION**

PLEASE COMPLETE AND RETURN TO SAICE, TOGETHER WITH THE ATTACHED INDEMNITY FORMS THAT ARE TO BE COMPLETED AND SIGNED BY THE RELEVANT TEAM MEMBERS PARENT/GUARDIAN BY 30 MAY

FAX: 011 805 5971  E-MAIL: memory@saice.org.za

### SAICE ORGANISER

<table>
<thead>
<tr>
<th>Branch:</th>
<th>Name &amp; Surname:</th>
<th>Title:</th>
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### TEACHER IN CHARGE

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<th>School:</th>
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### PLEASE COMPLETE THIS FORM WITHOUT LEAVING ANYTHING OUT - E-MAIL ADDRESS MUST BE PROVIDED

First name and surname of the three learners in the school team:

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
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</table>

Age: Gender: T-shirt size:

T-shirt sizes: S-small, M-medium, L-large, XL-extra-large specify if other

A Copy of ID or birth certificate of each learner must be included
What form of transport will you be using? Please tick the appropriate box and complete the additional details:

<table>
<thead>
<tr>
<th></th>
<th>Date &amp; time of arrival</th>
<th>Departure</th>
<th>Registration Number</th>
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</thead>
<tbody>
<tr>
<td>Car</td>
<td>_______________________</td>
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<td>Bus</td>
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<td>Train</td>
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<tr>
<td>Aeroplane</td>
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<td>____________________</td>
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</table>

Flight number: _______________________

Other Date & time of arrival: _______________________ Departure: _______________________

Specify: _______________________

Please specify dietary requirements:

Please specify special requests:

Would you like to attend a team activity on the evening before the competition?  
[ ] Yes  [ ] No

Would you like to attend an engineering site visit or an outing or both on the day after the competition?  
[ ] Yes  [ ] No
PERMISSION AND INDEMNITY: TRANSPORT OF SCHOLARS TO THE SAICE INTERNATIONAL BRIDGE BUILDING COMPETITION AND ATTENDANCE THEREOF

1. In this permission and indemnity form -

"bridge building competition" or "competition" means the international bridge building competition to be held in Gauteng, of the Republic of South Africa, on Friday, 31 August 2018, and other aspects associated with the competition organised by SAICE;

"scholar concerned" the scholar referred to in clause 2;

"SAICE" The South African Institution of Civil Engineering, whose National Office is at SAICE House, Block 19, Thornhill Office Park, Bekker Road, Vorna Valley, Midrand, Gauteng.

2. I, ................................................., the parent/legal guardian of ...............................

hereby give permission that the abovementioned scholar may take part in the bridge building competition.

3. I hereby also give permission that the scholar concerned together with the other scholars from the ................................................. school may be transported by the organising committee of the bridge building competition to the venue where the competition will take place and back, so as to take part in the competition.

4. We (the parent/legal guardian of the scholar concerned and the scholar concerned) hereby declare that we will not hold SAICE, any employee in the service of SAICE, any organisation of the consequent losses of any nature, which could take place during the transport of the scholars to the competition and back or during the competition itself, irrespective of whether the loss or damage is to one of us, property, a bodily injury which the scholar concerned has sustained, or due to the death of the scholar concerned.

5. Please indicate your gender:   Female  Male

Signed at ............................... on the ................. day of ........................ 2018

...................................................................................................
SIGNATURE OF THE PARENT/LEGAL GUARDIAN

...................................................................................................
SIGNATURE OF THE SCHOLAR CONCERNED
ASSISTED BY HIS PARENT/LEGAL GUARDIAN

Witness 1     Witness 2
23. Water Competition

Rules and Instructions
AQUALIBRIUM
SAICE Schools Water Competition
2018
RULES AND INSTRUCTIONS
AQUALIBRIUM
SAICE Schools Water Competition 2018
RULES AND INSTRUCTIONS

1. Introduction
Water distribution systems are important for supplying safe and clean drinking water to people. Many communities in South Africa still lack this basic service and are often burdened by having to walk large distances to obtain water. Water is often obtained from polluted sources causing various health problems in the community. This competition will give you some insight into the functioning of water distribution systems and the complexity of their design.

2. Goal
The goal of the competition is to distribute water equally between three points through a pipe network. You will be judged on how well you can achieve this task after a certain period for building and testing networks.

3. Equipment
The equipment required for the competition can be obtained from hardware stores or pet shops, and need not be expensive. If you can’t find all the recommended equipment, you can look for alternatives. The most important factor is that all teams taking part in a competition use the same equipment. A list of recommended equipment is given below.
### 4. Recommended Equipment

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Competition sheet</td>
<td>The competition background sheet with a numbered network grid. The length of each link in the grid is 30 cm.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Network Grid" /></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Table</td>
<td>A table to provide a flat, horizontal support for the competition sheet.</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Source container</td>
<td>A 4 ℓ or larger bucket to act as water source. The container should have a hole in its floor where the main supply pipe is connected. This connection can be made by gluing the main supply pipe in place, or using some kind of fitting. The other end of the pipe has to be connected to the pipe network at point 1 on the competition sheet.</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Source stand</td>
<td>A stand to support the source container at a convenient level above the competition Sheet. The ideal distance between the bottom of the source container and the competition sheet is 1 m.</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Reservoirs</td>
<td>Small containers or buckets with capacities of at least 2 ℓ each. These buckets are used to collect the water distributed by the pipe network.</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Measuring cylinder</td>
<td>A graduated cylinder used to measure the volumes of water placed in the source container, and distributed to the reservoirs. The measuring cylinder should ideally have graduations of 1 ml.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Main supply pipe</td>
<td>A section of 6 mm internal diameter clear plastic pipe, 1.1 m long. This pipe is used to connect the source container to the pipe network.</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Large pipes</td>
<td>Sections of 6 mm internal diameter clear plastic pipe, each 28 cm long. These pipes are used in combination with the small pipes to build the pipe network.</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>Small pipes</td>
<td>Sections of 3 mm internal diameter clear plastic or silicon rubber pipe, each 28 cm long. These pipes are used in combination with the large pipes to build the pipe network.</td>
<td>12</td>
</tr>
<tr>
<td>10</td>
<td>Reservoir pipes</td>
<td>Sections of 6 mm internal diameter clear plastic pipe, each 15 cm long. These pipes are used to connect the pipe network to the reservoirs.</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>Straight connectors</td>
<td>3 mm diameter straight connector couplings.</td>
<td>8</td>
</tr>
<tr>
<td>12</td>
<td>Bends</td>
<td>3 mm diameter elbow (90°) couplings.</td>
<td>8</td>
</tr>
<tr>
<td>13</td>
<td>T – junctions</td>
<td>3 mm diameter T-couplings.</td>
<td>8</td>
</tr>
<tr>
<td>14</td>
<td>Four-way junctions</td>
<td>3 mm diameter four-way (cross) couplings.</td>
<td>8</td>
</tr>
<tr>
<td>15</td>
<td>Expanders</td>
<td>3 mm internal diameter silicon pipes, each about 5 mm long. These pieces of pipe are used to connect the large pipes to the connector pieces.</td>
<td>25</td>
</tr>
<tr>
<td>16</td>
<td>Shut-off valve</td>
<td>Any small valve or clamp to allow the main supply pipe to be closed off.</td>
<td>1</td>
</tr>
</tbody>
</table>

5. **Method**

   i. The competition sheet is placed horizontally on the table. The source container is placed on the source stand arm and the main supply pipe attached to its bottom.

   ii. The judges indicate three points on the grid at which the reservoirs have to be connected to the network.

   iii. The participants construct a pipe network using the small and large and reservoir pipes, straight connectors, bends, T-junctions, four way junctions and expanders. The main supply pipe has to be connected at point 1 on the competition sheet. The operating word is network. Pipes must align with the grid on the competition sheet, and where two or more pipes meet at a junction they must all be connected to each other. Not more than 8 lines on the competition sheet’s grid may be left without a pipe.
iv. The groups are given a certain amount of time (around one hour) to build and try out different networks. At the end of this period, each group should be ready to open the shut-off valve for the final competition run.

v. To remove the air from the system, water is poured into the source container and the system is allowed to run. While the water is flowing through the pipes, the air is removed by flicking or squeezing the pipes and connections. Once the air is sufficiently removed, the shut-off valve can be used on the main supply pipe to stop the flow.

vi. To prepare for the final run, the source container and reservoirs are emptied while leaving the network pipes full of water.

vii. Three litres of tap water is measured using the measuring cylinder. The water is poured into the source container.

viii. Once the judges give the signal to start the final run, the shut-off valve is opened fully to allow water to flow to the reservoirs. Nobody is allowed to touch the setup for the duration of the run.

ix. When the team is satisfied that three litres have been distributed, the run is stopped by closing the shut-off valve.

x. The volume of water in each reservoir is measured using the measuring cylinder and the penalty points are calculated (see section on calculating the penalty points below).

xi. The group with the lowest number of penalty points wins the competition.

6. Calculating penalty points

The perfect network will distribute the 3 ℓ of water in the source container equally between the reservoirs. Each reservoir should thus have exactly 1 ℓ (or 1 000 ml) of water in it. Penalty points are calculated from the difference between the actual quantity of water in each reservoir (measured in millilitres) and 1000 ml. Negative differences should be converted to positive values. The total number of penalty points is calculated by adding the penalty points of the three reservoirs.

7. Example

If the three reservoirs end up with volumes of 950 ml, 990 ml and 1045 ml respectively, the penalty points will be calculated as 50 + 10 + 45 = 105 points. Note that the total volume of the three containers may not always make up 3 ℓ. However, if you have more or less than 3 ℓ of water in the reservoirs, you will always get more penalty points than for exactly 3 ℓ. Thus, try to work as accurately as possible.
AQUALIBRIUM
The SAICE Schools Water Competition
2018
ENTRY FORM

Name of School: .................................................................
Name of Principal: .............................................................
Postal Address: .................................................................
Tel: ..............................................................................
Fax: ..............................................................................
Cell: ..............................................................................
E-mail: ...........................................................................
Date of entry: ................................................................
Name of team organiser: .................................................
Position or capacity of team organiser (e.g. Science Teacher Grade 9):
..............................................................................
Tel: ..............................................................................
Fax: ..............................................................................
Cell: ..............................................................................
E-mail: ...........................................................................
Names of learners in team (Surname first):
1. ..............................................................................
2. ..............................................................................
3. ..............................................................................
AQUALIBRIUM

SAICE SCHOOLS WATER COMPETITION 2018
INDEMNITY FORM

Background
In 2003 Rand Water and SAICE (the South African Institution of Civil Engineering) launched a joint water competition as part of their centenary celebrations (“the Competition”). Regional competitions are organised by the SAICE Branches countrywide and the winning teams will travel to Johannesburg for the finals, which will be held at the Sci-Bono Discovery Centre, Newtown, Johannesburg, on Friday, 28 July 2018, with the learners arriving on Thursday, 27 July 2018. Accommodation and transport to and during the event will be provided.

Indemnity
I, the undersigned, indemnify and hold SAICE and the sponsors, their respective officers, employees, agents, representatives and affiliates, from any and all claims, liabilities, costs, expenses, injuries or damages whatsoever, arising howsoever, that I, alternatively my child or ward may suffer as a result of my/his/her participating in the Regional Competition.

Signed at ______________ on this ______ day of _____________ 2018 in the presence of the undersigned witnesses

To be completed if signed on behalf of a minor child:

Full names of minor: ___________________________________________

Full names (guardian/parent): ___________________________________________

Identity number (guardian/parent): ___________________________________________

Signature: ____________________________________________________________

Witnesses:
1. ______________________
2. ______________________

To be completed if signed by any other person associated with facilitating the competition:

Full names: ____________________________________________________________

Identity number: _______________________________________________________

Signature: ____________________________________________________________

Witnesses:
1. ______________________
2. _______________________
Entry Form: Finals

Name of School: ________________________________________________________________

Name of Principal: _____________________________________________________________

Postal Address: ________________________________________________________________

____________________________________________________________________________

Tel: __________________________________________________________________________

Fax: __________________________________________________________________________

Cell: __________________________________________________________________________

E-mail: _________________________________________________________________________

Name of team organiser: _________________________________________________________

Position of team organiser (e.g. Science/Maths educator, etc.): _______________________

Tel: __________________________________________________________________________

Fax: __________________________________________________________________________

Cell: __________________________________________________________________________

E-mail: _________________________________________________________________________

Names of learners in team (surname last), ID number/birth certificate:

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

Please ensure that certified copies of ID/birth certificates of the participants and educators, are submitted with the indemnity forms.
AQUALIBRIUM: SAICE Schools Water Competition 2018

Adjudication

Judge: _________________________________________________________
Date: _________________________________________________________
School: _________________________________________________________
Test run nr: 1 2 3

1 2 3 4
5 6 7 8
9 10 11 12
13 14 15 16

Symbols
X  container position

Check before run:
☐ A maximum of eight (8) gridlines without a pipe connection.
☐ Reservoir connected to point 1.
☐ All pipes are connected to each other at the junctions.

Check during run:
☐ No changes were made to the network after the air removal run was started.
☐ Team members stepped away from the network during the test run.
☐ No advice from teachers/parents/others during the competition.

Results:

<table>
<thead>
<tr>
<th>Container position</th>
<th>Volume water (ml)</th>
<th>Penalty points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


24. Photo Competition

Background
The competition
Objective of the photo competition
Rules and procedure
APPENDIX A – Photo competition entry form
APPENDIX B – Adjudication information
PHOTO-COMPETITION
COMPETITION
RULES AND INSTRUCTIONS
PHOTO-COMPETITION COMPETITION
RULES AND INSTRUCTIONS

BACKGROUND

The South African Institution of Civil Engineering (SAICE) initiated the photo competition to celebrate the beauty of the industry and to show the world that civil engineering can be visually pleasing. It is also a way of celebrating the profession and bringing it to the layperson in a format that will be more readily understood.

It is a very successful competition held on an annual basis. Photographs are received and adjudicated by a hand-selected panel of judges. Cash prizes are given to the firms / individuals whose photos score in the top three (a winner and two runners-up). The photographs are used extensively in SAICE publications.

THE COMPETITION

Because of advancing technology, SAICE communications department with the approval of related panels and committees, re-visited the competition and it was agreed that the competition would change with the times and become an electronic one. Entrants can send their entries electronically – via e-mail, the website, etc. The photographs are posted on the SAICE website and the finalists are voted for on-line. The top 10 photos are selected and the adjudicators judge the photos further from this.

The competition requires sponsorship and a sponsor is sourced annually. Winners are announced at the SAICE Awards function on October each year.

OBJECTIVE OF THE PHOTO COMPETITION

- The objective of the competition is to obtain suitable photographs to be used for any SAICE outreach ventures.
- The photographs must portray projects and/or people in civil engineering.
- The best photographs are to be selected out of the entries displayed.

RULES AND PROCEDURE

Entrants can respond to the notification e-mail by completing the entry form and attaching their photos in jpg format.

1. The competition is open to the general public to submit photographs.
2. The entries must portray people and/or projects in civil engineering.
3. Entries must be electronic photos in jpeg format, at a resolution of 300dpi at least 20cm in width or length.
4. Entries will be judged on portrayal of civil engineering, artistry of civil engineering, technical excellence (quality of photo), visual impact, creativity & originality, balance & composition.
5. Please complete an entry form for each electronic entry and supply an appropriate title, short description of each project, details of the client, consultant and contractor involved in
the project and the photographic equipment used to take the photograph/s. It is essential that the photographer’s name is included.

6. The entrant is responsible for obtaining permission for the use of the photographic material as well as subject material from the client authority or project manager concerned.

7. Entries submitted by organisations must be accompanied by written consent of the photographer.

8. Permission for the reproduction of photos for any exhibition or publicity is assumed unless the entrant specifies otherwise. Due recognition will be given to the photographer where required.

9. No responsibility will be accepted for any loss or damage to the e-mailed entries.

10. All entries must be e-mailed to Lorraine Mpofana, email: lorraine@saice.org.za

11. The closing date for the photo competition is the last working day of July each year.
APPENDIX A – PHOTO COMPETITION ENTRY FORM

SAICE Photo Competition

This section must be completed by the person submitting the photo/s

NAME _________________________________________________________________

ADDRESS _________________________________________________________________

________________________________________________________________________

TEL_____________________________________

FAX_____________________________________

E-MAIL_______________________________________

PHOTO TITLE

________________________________________________________________________

DESCRIPTION______________________________________________________________

________________________________________________________________________

PROJECT INFO

________________________________________________________________________

________________________________________________________________________

PHOTOGRAPHER _______________________________

(Name and surname of the photographer to be inserted)

This section must be completed by the photographer or the company that owns the photo. If you are not the photographer or if you are submitting the photograph on behalf of a company owning the photograph, please sign ‘on behalf of’.

I hereby grant permission for reproduction and agree to abide by the rules of the competition.

Signature: __________________________________

Date: ____________________________________
APPENDIX B – ADJUDICATION INFORMATION

This document contains the photograph finalists and scoring guidelines for the photo competition. The score-sheet has the 10 finalists with a block for each score criteria. There are six criteria counting ten points each making the total score for each photograph out of 80.

Appendix A should contain visuals of each photograph. Judges pencil scores in on the score-sheet (Appendix B) by referring to the latter.

A PowerPoint presentation with the finalists will be shown and by viewing these, you can refine your preliminary pencilled-in score. Once you are certain of the points you want to award each photograph, add up your total score (out of 80) for each finalist and submit your final score to the convenor for processing.

Criteria for the Competition

- The photographs must portray projects and/or people in civil engineering
- The artistry of Civil Engineering must come through
- Technical excellence (in terms of the actual photograph entered – minimum 640 by 480 pixels
- Strong visual impact
- Creativity and originality
- Balance and composition

Please give each of the photographs a point score on each of the criteria as indicated

<table>
<thead>
<tr>
<th>10 = excellent</th>
<th>5 = average</th>
<th>1 = poor</th>
</tr>
</thead>
</table>

Note – The assessors may not allocate a zero (0) score and each criteria must be assigned a score.

Appendix A – visuals of finalist photos, including related information – title of photo, submitting company / individual and the name photographer.

Appendix B:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PHOTO 1</th>
<th>PHOTO 2</th>
<th>PHOTO 3</th>
<th>PHOTO 4</th>
<th>PHOTO 5…</th>
<th>PHOTO 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portrayal of Civil Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistry of Civil Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Excellence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Impact</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity &amp; originality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance &amp; composition</td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>
25.SAICE Rate Card 2018

- Civil Engineering Magazine
- SAICE website & SAICE newsletter
- #EngAge
Features for 2018

- **January/February:** Presidential Issue, IT & Technology, International Focus, Legal, Management, HR, Health & Safety
- **March:** Structural Engineering, SAICE Steel Awards
- **April:** Geotechnical Engineering
- **May:** Railway, Harbour, Coastal and Marine Engineering
- **June:** Water Engineering
- **July:** Construction, Project Management
- **August:** Environmental Engineering, Renewable Energy, Mining Engineering, Fire Engineering
- **September:** Transportation, Traffic and Airport Engineering
- **October:** Municipal Engineering, Urban and Rural Infrastructure
- **November:** Industry Overview, Tertiary Institutions, SAICE Built Environment Network, Standards, Codes, Special Features
- **December:** SAICE 2017/18 Awards (finalists and winners)

The official magazine and voice of the South African Institution of Civil Engineering – SAICE


You have identified built environment professionals (engineers, architects, engineering geologists, quantity surveyors, town and regional planners, land surveyors and others) as prime and valuable targets for your marketing message.

You will therefore be very interested in the over 11 000 civil engineering professionals who receive SAICE’s monthly magazine, Civil Engineering. SAICE (the South African Institution of Civil Engineering) is the home of professional and practising civil engineers, technologists and technicians who work as consultants and contractors (and suppliers) in the private sector, and in government, municipal and parastatal services. All are actively involved in planning, providing and maintaining the infrastructure of South Africa’s built environment. Our readers interact with all other professions in this industry.

Civil Engineering provides the best option for your marketing and advertising. Civil Engineering:
- is ABC certified,
- our ABC figure increases steadily in a current magazine market of declining circulations,
- our circulation is double that of other industry magazines in this sector, and
- our ad rates are the best in the business.

Civil Engineering is by far the best avenue with which to reach SAICE’s influential and thought-leader members who have a special regard for what they rightly view as “their” magazine.

_Civil Engineering_ magazine is indeed the right avenue for your adspend.
Civil Engineering Magazine

Dimensions

<table>
<thead>
<tr>
<th>Ad size</th>
<th>Width and height (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim</td>
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</tr>
<tr>
<td>Type</td>
<td>400 x 277</td>
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<tr>
<td>Bleed</td>
<td>480 x 307</td>
</tr>
<tr>
<td>Gutter</td>
<td>20</td>
</tr>
</tbody>
</table>

Full page

| Trim             | 210 x 297             |
| Type             | 190 x 277             |
| Bleed            | 220 x 307             |

Half page horizontal

| Trim             | 210 x 148             |
| Type             | 190 x 126             |
| Bleed            | 220 x 158             |

Half page vertical

| Trim             | 105 x 297             |
| Type             | 85 x 277              |
| Bleed            | 115 x 307             |

Third page horizontal

| Trim             | 210 x 99              |
| Type             | 190 x 79              |
| Bleed            | 220 x 109             |

Third page vertical

| Trim             | 70 x 277              |
| Type             | 80 x 307              |
| Bleed            | 210 x 74              |

Quarter page horizontal

| Trim             | 190 x 54              |
| Type             | 220 x 84              |
| Bleed            | 195 x 148             |

Quarter page vertical

| Trim             | 85 x 128              |
| Type             | 115 x 198             |
| Bleed            | 220 mm (a) x 158 mm (b) |

Rate Card

<table>
<thead>
<tr>
<th>Rates</th>
<th>Casual</th>
<th>2–5 Inserts</th>
<th>6–10 Inserts</th>
<th>11+ Inserts</th>
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</thead>
<tbody>
<tr>
<td>Front Cover</td>
<td>R 37 205</td>
<td>–</td>
<td>–</td>
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<tr>
<td>Inside Front Cover</td>
<td>R 21 162</td>
<td>R 20 151</td>
<td>R 19 441</td>
<td>R 18 700</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>R 21 055</td>
<td>R 20 713</td>
<td>R 18 600</td>
<td>R 17 322</td>
</tr>
<tr>
<td>Outside Back Cover</td>
<td>R 23 651</td>
<td>R 22 853</td>
<td>R 21 524</td>
<td>R 20 863</td>
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<tr>
<td>DFP</td>
<td>R 33 221</td>
<td>R 31 356</td>
<td>R 28 960</td>
<td>R 26 309</td>
</tr>
<tr>
<td>Full Page</td>
<td>R 19 933</td>
<td>R 18 369</td>
<td>R 17 725</td>
<td>R 16 627</td>
</tr>
<tr>
<td>Half Page</td>
<td>R 13 814</td>
<td>R 11 154</td>
<td>R 11 959</td>
<td>R 10 895</td>
</tr>
<tr>
<td>Third Page</td>
<td>R 12 222</td>
<td>R 11 567</td>
<td>R 11 056</td>
<td>R 10 393</td>
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<tr>
<td>Quarter Page</td>
<td>R 10 894</td>
<td>R 10 496</td>
<td>R 9 833</td>
<td>R 9 807</td>
</tr>
</tbody>
</table>

Belly Band        | R 8 928         |

Lorem Inserts     | R 13 287 per 5 grams |

Full Page Company Profile | (text, layout & editing prerogative of editor) |
DPS Company Profile | (text, layout & editing prerogative of editor) |

2018 Rate Card – Deadlines

<table>
<thead>
<tr>
<th>Month</th>
<th>Editorial Deadline</th>
<th>Advertising Booking Deadline</th>
<th>Ad Material Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>January/February</td>
<td>8 January</td>
<td>24 January</td>
<td>26 January</td>
</tr>
<tr>
<td>March</td>
<td>1 February</td>
<td>21 February</td>
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<td>April</td>
<td>1 March</td>
<td>21 March</td>
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<tr>
<td>May</td>
<td>3 April</td>
<td>18 April</td>
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<td>June</td>
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<td>July</td>
<td>1 June</td>
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<td>August</td>
<td>2 July</td>
<td>18 July</td>
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<td>September</td>
<td>1 August</td>
<td>22 August</td>
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<td>October</td>
<td>27 August</td>
<td>19 September</td>
<td>21 September</td>
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<tr>
<td>November</td>
<td>25 September</td>
<td>17 October</td>
<td>19 October</td>
</tr>
<tr>
<td>December</td>
<td>20 October</td>
<td>14 November</td>
<td>16 November</td>
</tr>
</tbody>
</table>

Please note the following:

- Front cover: Only logos will appear on the cover. Logos and cover pictures (at least 300 dpi, at least 3 MB, and A4 size, in portrait format) must be submitted separately. The final choice of cover picture and design remains the prerogative of the editor. Front covers once booked cannot be cancelled.
- Material should be supplied in a press-optimised pdf format – colours converted to CMYK. Material should be made up in bureau software (eg Quark, InDesign, Freehand, Illustrator, CorelDraw) before converting to pdf. Note that material made up in MS Word and PowerPoint before converting to pdf will result in poor printing and/or extra costs for the advertiser’s account, and is therefore not acceptable.
- Bleed should be added equally on all sides of the artwork with a minimum of 3 mm. Artwork with less than this will not be accepted.
- Liaise with the design studio rather than submitting incorrect material. (Marketing Support Services, e-mail: johanna@marketings.co.za, tel: 012-346-2168, fax: 012-460-2371)
- Material must be accompanied by a correct colour proof. Please note that no responsibility can be taken for wrong colours, text, etc., if no proof was supplied to check against.
- Material should be delivered to: Avenue Advertising, 5 Ashley Avenue (off Cotswmore Road), Bryanston, e-mail: barbara@avenue.co.za
- All advertising material will be retained until after publication.
- Any typesetting or layout required will be for the advertiser’s account.
SAICE online options
SAICE website & SAICE newsletter

SAICE – Online Rates 2018

<table>
<thead>
<tr>
<th></th>
<th>Casual Rate</th>
<th>2–5 Inserts</th>
<th>6+ Inserts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Index Page</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Leader Board</td>
<td>R 8 900</td>
<td>R 8 584</td>
<td>R 7 953</td>
</tr>
<tr>
<td>3. Island Unit</td>
<td>R5 112</td>
<td>R 4 797</td>
<td>R 4 166</td>
</tr>
<tr>
<td>3. Horizontal Strip – Large</td>
<td>R 2 556</td>
<td>R 2 399</td>
<td>R 2 082</td>
</tr>
<tr>
<td><strong>Article Pages</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Leader Board</td>
<td>R 4 714</td>
<td>R 4 332</td>
<td>R 3 950</td>
</tr>
<tr>
<td>2. Island Unit</td>
<td>R 2 676</td>
<td>R 2 293</td>
<td>R 1 922</td>
</tr>
<tr>
<td>3. Vertical Banner</td>
<td>R 2 267</td>
<td>R 1 867</td>
<td>R 1 467</td>
</tr>
<tr>
<td>5. Button Unit</td>
<td>R 2 081</td>
<td>R 1 602</td>
<td>R 1 301</td>
</tr>
<tr>
<td>5. Horizontal Strip – Large</td>
<td>R 1 291</td>
<td>R 1 157</td>
<td>R 1 033</td>
</tr>
</tbody>
</table>

**Recruitment Options**

Text Advert on “Find a Job Page” on SAICE Website

<table>
<thead>
<tr>
<th></th>
<th>Casual Rate</th>
<th>Multiple Inserts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAICE Newsletter (Sent out twice a month)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. SAICE Newsletter</td>
<td>R 3 874</td>
<td>R 5 285</td>
</tr>
<tr>
<td>2. Leader Board Banner 2</td>
<td>R 3 472</td>
<td>R 3 205</td>
</tr>
<tr>
<td>3. Block Banner Advert</td>
<td>R 3 686</td>
<td>R 3 944</td>
</tr>
</tbody>
</table>

*All rates quoted are per insertion and excluding VAT*

**Stats**

<table>
<thead>
<tr>
<th></th>
<th>Average Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Views</td>
<td>64 700</td>
</tr>
<tr>
<td>Unique Visitors</td>
<td>15 970</td>
</tr>
</tbody>
</table>

Advertising Material Specifications

- Formats: .gif or animated .gif or .jpeg
- Resolution: 300 dpi
- Colour: RGB or Index
- Maximum file size: 50 kb

PLEASE NOTE: A signed advertising order is required to run all advertisements. Cancellations are not accepted after the closing date for advertising orders. All advertising content is subject to approval by the publisher, who reserves the right to decline or cancel any advertisement.

Online Advertising Specs

<table>
<thead>
<tr>
<th>Ad size</th>
<th>Width and height (pixels)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leader Board on Index Page</td>
<td>W: 162 x H: 122 pixels</td>
</tr>
<tr>
<td>2. Leader Board on Article Page</td>
<td>W: 825 x H: 220 pixels</td>
</tr>
<tr>
<td>3. Island Unit</td>
<td>W: 728 x H: 90 pixels</td>
</tr>
<tr>
<td>4. Horizontal Strip – Large</td>
<td>W: 355 x H: 614 pixels</td>
</tr>
<tr>
<td>6. Vertical Banner</td>
<td>W: 265 x H: 300 pixels</td>
</tr>
<tr>
<td>7. Button Unit</td>
<td>W: 265 x H: 175 pixels</td>
</tr>
</tbody>
</table>

| 1. SAICE Newsletter      | W: 600 x H: 100 pixels   |
| 2. Leader Board Banner 2 | W: 600 x H: 100 pixels   |
| 3. Block Banner Advert   | W: 300 x H: 400 pixels   |

But SAICE offers you MORE!
This exciting digital digest, #EngAge, is dedicated to engineering practitioners under the age of 35. People in that demographic desire communication which is current and interactive and which keeps them engaged and connected. Based in the digital medium, #EngAge automatically creates unlimited opportunities for interactivity – articles will be linked to the authors’ social mediums, blogs and websites, and can be shared at leisure, creating an endless viral stream. This people-centric, digital digest aims to inspire and mobilise engineers by showcasing the passion, successes and challenges that lie within the engineering fraternity. It aims to appeal to the emotions and morale of all within the engineering profession, reinstating the ethic within it and reigniting its prestige. The publication is personally emailed to qualifying SAICE members, but it is also available on the SAICE website with its links posted onto all the social media platforms.

#EngAge Rates 2018

<table>
<thead>
<tr>
<th>Ad size</th>
<th>Casual</th>
<th>2-5 Inserts</th>
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Advertising Material Specifications

- **Ad size**
  - Full Page: trim 210 x 297
  - Double Page Spread: trim 420 x 297

- **Format**: jpeg or tif or PNG
- **Resolution**: 72 dpi
- **Colour**: CMYK / RGB

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**Package Deals**

SPECIAL MONTHLY PACKAGE DEALS

Exposure in all SAICE platforms and includes:

- Full Page advert in Civil Engineering
- Full Page advert in #EngAge
- Leader Board advert on an Article Page on SAICE's website
- 1x SAICE Newsletter

TOTAL: R29 370 (excl VAT) per month

SAICE reserves the right to decline or suspend any advertisement for any reason whatsoever in its sole discretion, without liability or penalty to SAICE.
26. Membership

Membership Categories
SAICE Membership Explained
SAICE Divisions
Division Selection for Student Members
Membership Fees
Membership Fee Payment Arrangements
Membership application forms
## MEMBERSHIP CATEGORIES

### Corporate Member
A Member is a person who at the time of admission:
- has a suitable qualification in the technical disciplines of civil engineering or a qualification in a profession associated with civil engineering as proposed by Executive Board and approved by the Council.
- a record of recognised qualifications and professions is to be maintained by the Institution.
- is professionally registered in terms of the requirements of the profession in which they have qualified as recognised as above, whether statutory or otherwise; or is registered with an international body as proposed by the Executive Board and approved by the Council.
- A record of recognised statutory and International bodies is to be maintained by the Institution.
- Corporate Members shall maintain professional registration and any other constitutional requirements for the grade of membership.

### Associate Member
An Associate Member is a person who:
- does not satisfy the requirements for admission as a Member but who has achieved a status in a profession which is comparable to that of a Member of the Institution and is connected with civil engineering to the extent that admission to membership in the opinion of the Executive Board will be in the interest of the Institution;
- is not eligible to be elected or admitted as a Corporate Member but who at the time of admission of an Associate Member is actively engaged in civil engineering and holds such academic qualifications as may be acceptable to Council, or has entered for and passed an ad hoc or other examination set by a panel of examiners nominated by Council;
- holds an academic qualification from a tertiary educational institution recognised for this purpose by Council.

### Student Member
A Student Member is a person who:
- at the time of admission has a valid registration as a student at a tertiary educational institution recognised for this purpose by Council, with the intention of obtaining an academic qualification in civil engineering recognised for this purpose by Council;
- undergoes a regular course of training recognised for this purpose by Council.

### Honorary Fellow
A Honorary Fellow is a person of distinction on whom the Council wishes to bestow honour because of:
- his or her services to the Institution;
- his or her services to the civil engineering profession; or
- his or her eminence.

### Fellow
Fellow is a person who at the time of election:
- in the opinion of the Executive Board, has achieved sufficient status in the civil engineering profession to justify his or her election;
- is not less than thirty-six years of age; and
- has been a corporate member for at least five years; the Executive Board may in exceptional circumstances waive this requirement.
<table>
<thead>
<tr>
<th><strong>Senior Member</strong></th>
<th><strong>Retired Member</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Senior Member is a person who is over 75 years of age.</td>
<td>A Retired Member is a person who has retired but is still active in the activities of the civil engineering profession.</td>
</tr>
</tbody>
</table>
SAICE MEMBERSHIP EXPLAINED

1. **Student Member**

   **A Student Member is a person who:**
   
   At the time of admission has a valid registration as a full time student at a tertiary educational institution recognised for this purpose by Council (University), with the intention of obtaining an academic qualification in Civil engineering.

   **Application requirements:** Application form to be completed in full, ID copy and Proof of registration to be attached.

   **Additional Information:**
   - The first year student membership with SAICE is free.
   - Additional year free membership will be granted upon submission of proof of registration/academic transcript or a letter for employer stating they are doing in-service training providing us with information that they are still an full time student for the current year, we will then apply for an fee suspension and provide them with another year free membership.
   - A student membership will continue until we receive a written notification that they want to cancel their membership with SAICE.
   - Once graduated and employed a student will then need to upgrade their membership to an Associate member.

2. **Associate Member**

   **An Associate Member is a person who:**
   
   - As a person who has achieved a status in a profession which is comparable to that of a Member of the Institution and is connected with Civil Engineering to the extent that admission to membership in the opinion of the Executive Board will be in the interest of the Institution;
   - Is actively engaged in Civil Engineering and holds such academic qualifications as may be acceptable to Council.
   - Holds an academic qualification from a tertiary educational institution recognised for this purpose by Council.

   **3 Categories of an Associate membership**
   - Associate (0-4) - a person who have received their first civil qualification or graduated 4 or fewer years ago will be placed under this category.
   - Associate (5+) – a person who have received their first civil qualification or graduated 5 or more years ago will be placed under this category.
   - Associate (Other) – a person who is in the process of obtaining a civil qualification (studying part-time) or a person who is actively working in the civil industry.

   **Application requirements:** Application to be completed in full, certified copy of ID/Passport, certified copy of qualifications, copy of registration with other engineering councils and as an Associate other a copy of the applicants CV must be attached.

   **Foreign members to submit a certified copy of their qualification evaluation form SAQA or ECSA**

   **Transfers/members upgrading:** requires same documentation but not certified

   **Additional Information:**
   Once an Associate member is professionally registered with a statutory council or international body recognised for this purpose by Council they will need to upgrade to Member.
3. **Member**

- Is actively engaged in Civil Engineering;
- Either holds an academic qualification from a tertiary educational institution recognised for this purpose by Council.
- Is professionally registered with a statutory council or international body recognised for this purpose by Council.

**Application requirements:** Application to be completed in full, certified copy of ID/Passport, certified copy of professional registration with recognized engineering councils. Transfers/members upgrading: requires the same documentation just not certified copies.

**Additional Information:**
For an applicant to apply for grade of member he/she must be professionally registered in terms of one of the following:
1. Engineering Profession Act, 2000 (Act No. 46 of 2000); ECSA *(Professional Engineer, Technician and Technologist)*
2. Project and Construction Management Act, (No. 48 of 2000); SACPCMP
3. Professional and Technical Surveyors Act, (No. 44 of 1984); PLATO
4. South African Council for the Natural Scientific Professions Act, (No. 27 of 2004); SACNASP
5. South African Council for Planners in terms of the Planning Profession Act, (No. 36 of 2002) SACPLAN
6. Engineering Council (UK). ICE

Note that the member Category on reports is only separated into the different professionalises for statistical purposes, their category for membership will remain Member.

4. **Fellow**

A Fellow is a person who at the time of election:

- in the opinion of the Executive Board, has achieved sufficient status in the civil engineering profession to justify his or her election;
- is not less than thirty-six years of age; and
- has been a corporate member for at least five years; the Executive Board may in exceptional circumstances waive this requirement.

**Application requirements:** Application to be completed in full, list work experience or attach CV, signed by preferably three Fellows for a direct application and for a branch/division nomination it can be signed by two corporate members and one Fellow, list work experience or attach CV

5. **Honorary Fellow**

An Honorary Fellow is a person of distinction on whom the Council wishes to bestow honour because of:

- his or her services to the Institution;
- his or her services to the civil engineering profession; or
- his or her eminence.

6. **Senior Member**

Any member over the age of 75 years shall not be liable for the payment of any membership fees.
7. **Fee Suspension Applications:**

- The Membership Committee may grant a temporary fee reduction or suspension to a member who provides an acceptable reason as to why should be granted such concession. Any such temporary fee reduction or suspension will be limited to a maximum of 3 consecutive years. (e.g. unemployment)

- In the case of members who are located outside the borders of the Republic of South Africa for the duration of a financial year, a temporary fee reduction or suspension may entail a reduction in membership privileges as determined by the Membership Committee.

8. **Resignation Applications:**

- Resignations need to be submitted in writing to National Office.
- Resignations from members in good standing shall be accepted.
- Resignations from members who are not in good standing shall be accepted when all outstanding dues have been paid.
- A member whose application to resign is received during the first three months of a financial year shall not be liable for subscription fees for that year.

**Application to transfer to Retired:**
Members who have retired can retain their membership on a reduced fee. They will still enjoy full benefits and be entitled to maintain their grade of membership before admission to retired status.

9. **Re-Admission of Membership:**

A member whose name has been deleted from the membership roll may be readmitted in accordance with the following procedures:

- A member who has resigned may apply for readmission, whereupon his application will be considered in terms of the rules for new members. No new entrance fee will be payable by a member thus readmitted.

- A member whose name has been struck off the roll may apply for readmission. No new entrance fee will be payable by a member thus re-admitted, but any such application will only be considered if all outstanding amounts owed to the Institution have been paid.

**Note:** All applications can take 30-60 days for approval.

All membership queries must be forwarded to Merriam and Vicky.

Email: membership@saice.org.za
SAICE DIVISIONS

SAICE has eleven technical divisions to promote its mission to be a learned society and to encourage all our members to strive for excellence in civil engineering.

1. Information Technology
   To promote the science and art of the use of electronic computers in the field of civil engineering by the dissemination of information relating to electronic computational procedures and apparatus, and by holding formal and informal meetings relating to these subjects.

2. Railway and Harbour
   To advance and expand the science and practice of civil engineering in the provision and maintenance of facilities for transport by railways, road and motor services, harbours, airways and pipelines, and to promote the civil engineering profession in the above fields.

3. Water
   The promotion of the art and science of water engineering. The division also seeks to promote hydraulic engineering research and to encourage students to study in the field. The division furthermore interacts closely with the South African National Committee of the Engineering Committee of Oceanic Resources in promoting coastal engineering.

4. Environmental
   Environmental Engineering is about the impact studies of the social and natural environment. This division focuses on the impact of civil engineering on the environment and create an effective balance between the two.

5. Geotechnical
   To promote expertise, co-operation amongst scientists and engineers, to encourage the interchange of knowledge and ideas, to disseminate the results of research work or innovative construction techniques in the field of soil mechanics and foundation engineering and working with engineering geologists in the allied field of rock mechanics. To foster the application of safe, economic, practical and modern geotechnical methods in South Africa.

6. Transportation
   To advance the study, knowledge and application of engineering dealing with planning, design and operation of highways, roads and streets, their networks, terminals, abutting land and relationships with other modes of transportation.

7. Structural
   To advance the theoretical knowledge and practice of structural engineering, to encourage the improvement of standards and techniques, and to enhance the standing of this branch of the profession. This division represents the interests of the SAICE Structural Division as well as the Institution of Structural Engineers UK.
8. **Project Management**
To promote civil engineering through the contribution of sound project management principles, thereby bridging the gap between “creators of value and society”. This division informs SAICE members about issues relating to SACPCMP and facilitates an understanding of construction and project management philosophies related to engineering principles and practices.

9. **ICE-SA**
This division represents the interests of the SAICE as well as the Institution of Civil Engineers UK. SAICE and the Institution of Civil Engineers (UK) have a joint committee to co-ordinate the services to members between the two institutions. ICE-SA promotes the civil engineering profession by ensuring that everybody understands the positive impact that civil engineers have on society.

10. **Marine Engineering**
The Marine Division supports the science and practice of port, harbour, coastal and ocean engineering and the professional endeavors of civil engineers working in these fields. The division seeks to advance and promote an understanding of the coast and address coastal issues that are of critical importance to the country. In general it promotes communication between members by regular meetings, seminars and symposia and by bringing international conferences to South Africa.

11. **Fire Engineering**
Fire Engineering is the professional organization that include fire protection engineers, fire safety engineers, fire engineers, and allied professionals in the pursuit of a fire safe world.
The division will pursue its vision by serving its members and customers through world-class information, education, credentialing and advocacy. Connect with the best minds in fire protection and fire safety engineering, advance their careers, and make a difference by leading Fire Engineering with professional conduct. The division will promote and list competent Fire Engineering professionals (engineers, technologists, and technicians).

**ONE FREE MEMBERSHIP**

You may elect to join one SAICE Division free of charge.

**Exceptions:**
- Student members
- Geotechnical Division members also belong to the ISMMGE and have to pay that prescribed surcharge

**Why join a Division?**
- Opportunity for networking among discipline specific individuals and groups.
- Opportunity to participate in development of guidelines, codes and standards.
- Opportunity to participate in discipline specific Continued Professional Development initiatives.
- Opportunity to receive newsletters, exchange skills, access mentors and to be recognized by peers.
DIVISION SELECTION FOR STUDENT MEMBERS

SAICE National office is always trying to find ways to enhance the benefits to our student members and as such, you may now select to register to any of the SAICE Technical Divisions that are of particular interest to you.

This is a fantastic opportunity for you to be exposed to the various activities and initiatives the SAICE divisions lead. This hands on tool will allow you to identify your discipline interests before you make your entry into industry upon graduation.

In order to stay abreast of the latest developments in industry and to receive all communication from SAICE it is imperative to keep your details updated.

Please note that when you graduate and your membership is then upgraded, only one division you have selected will be free.

Electing to join more than one division when you graduate will result in additional fees.

Student members selecting the Geotechnical division will be charged a fee when they upgrade, even if it’s the only division selected. This is to cover the international ISSMGE membership fee.

Student members are required to make their changes to the divisions before 1st October each year to take effect in the next financial year.

PLEASE - We need your data for our system

<table>
<thead>
<tr>
<th>Please indicate your choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Information Technology</td>
</tr>
<tr>
<td>2. Railway &amp; Harbour Engineering</td>
</tr>
<tr>
<td>3. Water Engineering</td>
</tr>
<tr>
<td>4. Environmental Engineering</td>
</tr>
<tr>
<td>5. Geotechnical Engineering</td>
</tr>
<tr>
<td>6. Transportation Engineering</td>
</tr>
<tr>
<td>7. Joint Structural Division</td>
</tr>
<tr>
<td>8. Project Management and Construction Division</td>
</tr>
<tr>
<td>9. ICE-SA, A Joint division of SAICE and ICE</td>
</tr>
<tr>
<td>10. Marine Division</td>
</tr>
<tr>
<td>11. Fire Engineering</td>
</tr>
<tr>
<td>Category</td>
</tr>
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</tr>
<tr>
<td>Member (M)</td>
</tr>
<tr>
<td>* Engineer (Pr Eng)</td>
</tr>
<tr>
<td>* Technologist (Pr Tech Eng)</td>
</tr>
<tr>
<td>* Technician (Pr Technl Eng)</td>
</tr>
<tr>
<td>* Other (Pr ....)</td>
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<td>Senior member (75+ years)</td>
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<tr>
<td>Retired Member</td>
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<td>* Member</td>
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<td>* Associate</td>
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<tr>
<td>Graduate 6+ years</td>
</tr>
<tr>
<td>* Engineer</td>
</tr>
<tr>
<td>* Technologist</td>
</tr>
<tr>
<td>* Technician</td>
</tr>
<tr>
<td>Graduate 0 - 4 years</td>
</tr>
<tr>
<td>* Engineer</td>
</tr>
<tr>
<td>* Technologist</td>
</tr>
<tr>
<td>* Technician</td>
</tr>
<tr>
<td>Student</td>
</tr>
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</table>

Please note that the above fees include 14% VAT.

**TECHNICAL DIVISIONS**

<table>
<thead>
<tr>
<th>Division</th>
<th>2017</th>
<th>Early Bird Fee 2018 Payment before or on 31/12/2017 -22%</th>
<th>Full Fee 2018 Payment from 01/01/2018 to 31/03/2016 (inclusive)</th>
<th>Late Fee 2018 Payment after 31/03/2018 +12.5%</th>
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<tbody>
<tr>
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<td>363</td>
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<tr>
<td>Fire Engineering</td>
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<td>ICE-SA</td>
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<td>283</td>
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<td>Information Technology</td>
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<td>283</td>
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<td>Joint Structural</td>
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<td>Marine</td>
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<td>Project Management</td>
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<tr>
<td>Railway &amp; Harbour</td>
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<td>283</td>
<td>363</td>
<td>408</td>
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<tr>
<td>Transportation</td>
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<td>283</td>
<td>363</td>
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<td>Water</td>
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<td>Geotechnical</td>
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<td>623</td>
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</tbody>
</table>

**NOTE:**
* Each member may select any number of technical divisions of which one division is “free”.
* Change of divisions may only occur once a year in October.
* Geotechnical division members are paying for ISMGE membership, which means that when members select GEOTECHNICAL as their only division, they will still have to pay the additional R 456.00.
## Membership Fees

### Foreign Members

<table>
<thead>
<tr>
<th>Category</th>
<th>Entrance fee for new members – (R)</th>
<th>Membership fee – (R)</th>
<th>2017</th>
<th>Early Bird Fee 2018 Payment before or on 31/12/2017 -22%</th>
<th>Full Fee 2018 Payment from 01/01/2018 to 31/03/2018 (Inclusive)</th>
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<td></td>
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<td>3 231</td>
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<td>Graduate 5+ years</td>
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<td>Graduate 0 - 4 years</td>
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<tr>
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<td>1 773</td>
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<td>2 104</td>
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<td>773</td>
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### Technical Divisions

<table>
<thead>
<tr>
<th>Division</th>
<th>2017</th>
<th>Early Bird Fee 2018 Payment before or on 31/12/2017 -22%</th>
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<td>302</td>
<td>248</td>
<td>316</td>
<td>358</td>
</tr>
<tr>
<td>Fire Engineering</td>
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<td>248</td>
<td>316</td>
<td>358</td>
</tr>
<tr>
<td>ICE-SA</td>
<td>302</td>
<td>248</td>
<td>316</td>
<td>358</td>
</tr>
<tr>
<td>Information Technology</td>
<td>302</td>
<td>248</td>
<td>316</td>
<td>358</td>
</tr>
<tr>
<td>Joint Structural</td>
<td>302</td>
<td>248</td>
<td>316</td>
<td>358</td>
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<tr>
<td>Marine</td>
<td>302</td>
<td>248</td>
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<td>Project Management</td>
<td>302</td>
<td>248</td>
<td>316</td>
<td>358</td>
</tr>
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<td>Railway &amp; Harbour</td>
<td>302</td>
<td>248</td>
<td>316</td>
<td>358</td>
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<td>Wafer</td>
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<td>358</td>
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<tr>
<td>Geotechnical</td>
<td>664</td>
<td>546</td>
<td>701</td>
<td>788</td>
</tr>
</tbody>
</table>

**NOTE:**
* Each member may select any number of technical divisions of which one division is “free”.
* Change of divisions may only occur once a year in October.
* Geotechnical division members are paying for ISMGE membership, which means that when members select GEOTECHNICAL as their only division, they will still have to pay the additional R 363.00
MEMBERSHIP FEE PAYMENT ARRANGEMENTS

Suggested Policy & Procedure for Membership Fee Instalment Agreements

SAICE is willing to accommodate members experiencing financial strain, by allowing them to pay their membership fee in instalments.

Members are invoiced on 1 November for the following year’s fee and have until 31 March of the following year to pay the membership fee in full without being charged the late payment fee of 12.5%. There are five month-ends to make payments up to 31 March. We therefor encourage members to apply for an instalment agreement as soon as possible in November.

Members who want to pay in more than five instalments, or start paying later on, will be charged the 12.5% late payment fee on the outstanding portion as at 31 March, only.

EXAMPLE
I selected the highest fee plus two divisions, The first division is free of charge.

<table>
<thead>
<tr>
<th>MEMBERSHIP FEE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Member (M)</td>
<td>3 274</td>
</tr>
<tr>
<td>Division 1</td>
<td>363</td>
</tr>
<tr>
<td>Division 1</td>
<td>-363</td>
</tr>
<tr>
<td>Division 2</td>
<td>363</td>
</tr>
<tr>
<td><strong>Total fee</strong></td>
<td><strong>3 637</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTALMENT PLANS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Instalments: Nov - Mar</td>
<td>727.40 Per month</td>
</tr>
<tr>
<td>- Paid up by 31 March, no late payment fee</td>
<td></td>
</tr>
<tr>
<td>6 Instalments: Nov - Apr</td>
<td>606.17 Per month</td>
</tr>
<tr>
<td>Balance as at 31 March</td>
<td>606.17</td>
</tr>
<tr>
<td>Late payment fee - 12.5%</td>
<td>75.77</td>
</tr>
<tr>
<td>No charge - We only invoice late payment fees over R 100</td>
<td></td>
</tr>
<tr>
<td>7 Instalments: Nov - May</td>
<td>519.57 Per month</td>
</tr>
<tr>
<td>Balance as at 31 March</td>
<td>1 039.14</td>
</tr>
<tr>
<td>Late payment fee - 12.5%</td>
<td>129.89</td>
</tr>
<tr>
<td>8 Instalments: Nov - Jun</td>
<td>454.63 Per month</td>
</tr>
<tr>
<td>Balance as at 31 March</td>
<td>1 363.88</td>
</tr>
<tr>
<td>Late payment fee - 12.5%</td>
<td>170.48</td>
</tr>
</tbody>
</table>

Membership fees must be paid-up by end June to avoid being placed on hold

We should make members aware of the instalment options when we send out the invoices. Alternatively, members have the option to pay by credit card via our website.
RE: INSTALMENT AGREEMENT

I, the undersigned

………………………………………………………………………………

SAICE Member Number:………………………………

ID………………………………..

(Hereinafter referred to as “Debtor”)

do hereby acknowledge to be truly and lawfully indebted unto and in favour of The South African Institution of Civil Engineering.

(Hereinafter referred to as “The Creditor”)

In the sum of R …………………. (…………………………………………………………..)

being in respect of the balance of my membership fees as at ……………………………

1. I UNDERTAKE to settle my indebtedness to the Creditor by way of monthly instalments of R …………… (………………………………………………) per month, the first payable on the ……. day of …………………………… and thereafter on or before the ……. day of each and every succeeding month for …….months

2. Should any one instalment not be paid on due date the full balance then outstanding will immediately become due and payable.

3. This document constitutes the entire agreement between the parties hereto and no amendment, addition, variation, extension of time, indulgence, relaxation or waiver granted to the debtors by the Creditor shall be of any force or effect unless reduced to writing and signed by the parties hereto.

DATED AT …………………………… on this ………… day of …………………………… 2018.

AS WITNESSES:

1.  ………………………………………

2.  ……………………………………….  ____________________________________

Debtor
MEMBERSHIP APPLICATION FORMS

Application for Admission to the Grade of Member
Application for Admission to the Grade of Associate Member
Application for Admission to the Grade of Student Member
Application for Transfer to the Grade of Member
Application for Transfer to the Grade of Associate Member
Guidelines for completion of the “Election to the Grade of Fellow” Forms
Application by a Corporate Member for Election to the Grade of Fellow
Recommendation by a Branch or Division Committee for the Election of a Corporate Member to the Grade of Fellow
APPLICATION FOR ADMISSION TO GRADE OF MEMBER

Tel +27 (0) 11 805 5947 SAICE House Block 19,
Thornhill Office Park Bekker Street, Vorna Valley
Midrand , Private Bag X201, Halfway House 1685
Email: membership@saice.org.za

- The applicable entrance fee must be submitted with the application form.
- This form is available in Afrikaans and isiZulu.
- Please use black ink and block letters.
- Please complete all sections.

A PARTICULARS OF APPLICANT

Title: ___________________ Surname: ___________________ Full Name(s): ___________________
Address (Postal): ___________________________________________________________
Postal code: ___________________
Address (Physical): _______________________________________________________
Postal code: ___________________
Address (Billing): _________________________________________________________
Postal code: ___________________
Employer: ___________________ Position: ___________________
Tel No. (H): ___________________ Tel No. (W): ___________________
Fax No: ___________________ Cell No: ___________________
E-mail: ___________________ Alternative Contact No: ___________________
Alternative E-Mail: ___________________ Date of Birth: ___________________
ID/Passport No: ___________________ Citizenship: ___________________
Home Language: ___________________ Correspondence Preference: Afrikaans English

COMPLETING OF THIS BLOCK IS COMPULSORY!
This information is for statistical purposes and is similar to the form of the 1996 National Census.

How would you describe yourself?  
African / Black ________
Coloured ________
Indian / Asian ________
White ________
Other (Specify): ________
Male ________
Female ________
Disabled ________

467
B  TERTIARY EDUCATION

NB Each degree, diploma or certificate noted in the table below must be attached.

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C  MEMBERSHIP OF OTHER INSTITUTIONS AND PROFESSIONAL REGISTRATION

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D  SAICE DIVISIONS
- You may elect to join one free division.
- Geotechnical Division members also belong to the ISMMGE and have to pay the prescribed Surcharge, please refer to fee structure on SAICE website.

Please indicate your choice
1. Transportation Engineering  
2. Geotechnical Engineering  
3. Railway & Harbour Engineering  
4. Water Engineering  
5. Joint Structural Division  
6. Environmental Engineering  
7. Information Technology  
8. Project Management and Construction Division  
9. ICE-SA, A Joint division of SAICE and ICE  
10. Marine Division  
11. Fire Engineering division

NB: PLEASE NOTE
- A certified copy of your ID/Passport needs to be submitted with the application.
- You remain a member of SAICE until you give written notice of your resignation.

E  DECLARATION
I, ____________________________ the undersigned, certify that the information given in this application is true and correct and hereby undertake to abide by the SAICE Code of Ethics, the Constitution and the By-Laws and to promote SAICE's mission and goals when I am accepted as an Associate Member.
I further acknowledge that I (in my personal capacity) am responsible to keep my personal details updated on the SAICE member database and for the payment of my annual membership fee.

Signature: ______________________ Date: ____________________
APPLICATION FOR ADMISSION TO GRADE OF ASSOCIATE MEMBER

Tel +27 (0) 11 805 5947 SAICE House Block 19,
Thornhill Office Park Bokker Street, Vorna Valley
Midrand, Private Bag X200, Halfway House 1685
Email: membership@saice.org.za

- The applicable entrance fee must be submitted with the application form.
- This form is available in Afrikaans and isiZulu.
- Please use black ink and block letters.
- Please complete all sections.

A PARTICULARS OF APPLICANT

Title: Surname: Full Name(s):

Address (Postal):

Postal code:

Address (Physical):

Postal code:

Address (Billing):

Postal code:

Employer: Position:

Tel No. (H): Tel No. (W):

Fax No: Cell No:

E-mail: Alternative Contact No:

Alternative E-Mail: Date of Birth:

ID/Passport No: Citizenship:

Home Language: Correspondence Preference: Afrikaans English

COMPLETING OF THIS BLOCK IS COMPULSORY!

This information is for statistical purposes and is similar to the form of the 1996 National Census.

How would you describe yourself? African / Black

Male

Coloured

Female

Indian / Asian

Disabled

White

Y ☐ N ☐

Other (Specify):
B TERTIARY EDUCATION

NB Certified Copies of each degree, diploma or certificate noted in the table below must be attached.

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D SAICE DIVISIONS
- You may elect to join one free division.
- Geotechnical Division members also belong to the ISMME and have to pay the prescribed surcharge, please refer to fee structure on SAICE website.

Please indicate your choice

1. Transportation Engineering
2. Geotechnical Engineering
3. Railway & Harbour Engineering
4. Water Engineering
5. Joint Structural Division
6. Environmental Engineering
7. Information Technology
8. Project Management and Construction Division
9. ICE-SA, A Joint division of SAICE and ICE
10. Marine Division
11. Fire Engineering division

NB: PLEASE NOTE

- A certified copy of your ID/Passport needs to be submitted with the application.
- You remain a member of SAICE until you give written notice of your resignation.

E DECLARATION

I, ____________________________, the undersigned, certify that the information given in this application is true and correct and hereby undertake to abide by the SAICE Code of Ethics, the Constitution and the By-Laws and to promote SAICE’s mission and goals when I am accepted as an Associate Member.

I further acknowledge that I (in my personal capacity) am responsible to keep my personal details updated on the SAICE member database and for the payment of my annual membership fee.

Signature: _____________________ Date: _____________________
APPLICATION FOR ADMISSION TO GRADE OF STUDENT MEMBER

Tel: +27 (0) 11 805 5947 SAICE House Block 19,
Thornhill Office Park Bekker Street, Vorna Valley
Midrand, Private Bag X200, Halfway House 1685
Email: membership@saice.org.za

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THIS APPLICATION
FOR MEMBERSHIP:
Student Members shall comprise persons:
- Who at the time of admission have a valid registration as a student at a Tertiary Institution with the intention of
  passing a degree or other examination in engineering recognized for the purpose by the Council; or
- Who are undergoing a regular course of training recognized by the Council.

NOTES:
- This form is available in Afrikaans and isiZulu.
- Please use black ink and block letters.
- Please complete all sections.
- Please note that it is VERY IMPORTANT for a LECTURER who is preferably a Corporate Member of the Institution to
countersign your application for membership, as it is required as proof that you are registered as a full time student in
Civil Engineering.
- A copy of your ID/Passport needs to be submitted with your application.
- Only the first year of membership with SAICE is free, thereafter a nominal fee is charged.
- An additional year of free membership may be granted on written application and if proof of registration as full-
time student is submitted.
- When a student member has obtained a degree, diploma or other qualification in Engineering, recognized for the
purpose by the Council, they should apply to transfer to the grade of Associate member.
- A person may not remain a student member after graduating.
- You remain a member of SAICE until you give written notice of your resignation.

A. PARTICULARS OF APPLICANT

Title: ___________________  Surname: ___________________  Full Name(s): ___________________

Address (Postal): ________________________________________________________________
______________________________________________________  Postal code: _________

Address (Physical): _____________________________________________________________
______________________________________________________  Postal code: _________

Home No: ___________________  Cell No: ___________________

E-mail: ___________________  Date of Birth: _________________

ID/Passport No: _______________  Citizenship: ________________

Home Language: _______________  Correspondence Preference: _____________________

Completing Next of Kin Information is Compulsory

Surname: ___________________  Full Name(s): ___________________  Relationship: _____________

E-Mail: ___________________  Cell No: ___________________
COMPLETING OF THIS BLOCK IS COMPULSORY

This information is for statistical purposes and is similar to the form of the 1996 National Census.

How would you describe yourself?  
Δ Male  ☐ Female  ☐ Disabled  ☐

☐ African / Black  ☐ Coloured  ☐ Indian / Asian  ☐ White  ☐ Other (Specify):

B EDUCATION

Name of tertiary institution: ____________________________ Campus: ____________________________

Name of degree/diploma/qualification program: ____________________________

Current year of Study: ____________________________ Semester: ____________________________

Estimated year of completion: ____________________________

C CONFIRMATION BY PROPOSER

I, ____________________________, the undersigned, confirm that the applicant is a registered full time student and recommend that he/she is admitted as a Student Member.

Signature of Lecturer: ____________________________ Date: ____________________________

D DECLARATION

I, ____________________________, the undersigned, certify that the information given in this application is true and correct and hereby undertake to abide by the SAICE Code of Ethics, the Constitution and the By-Laws and to promote SAICE’s mission and goals when I am accepted as a Student Member.

I further acknowledge that I (in my personal capacity) am responsible to keep my personal details updated on the SAICE member database and for the payment of my annual membership fee.

Signature: ____________________________ Date: ____________________________
APPLICATION FOR TRANSFER TO GRADE OF MEMBER

Tel: +27 (0) 11 805 5947 SAICE House Block 19, Thornhill Office Park Bekker Street, Vorna Valley Midrand, Private Bag X200, Halfway House 1685
Email: membership@saice.org.za

- This form is available in Afrikaans and isiZulu.
- Please use black ink and block letters.
- Please complete all sections.

Current category of membership

SAICE membership number

A. PARTICULARS OF APPLICANT

Title: 
Surname: __________________________ Full Name(s): __________________________

Address (Postal):
________________________________________________________________________

Postal code: __________________________

Address (Physical):
________________________________________________________________________

Postal code: __________________________

Address (Billing):
________________________________________________________________________

Postal code: __________________________

Employer: __________________________ Position: __________________________

Tel No. (H): __________________________ Tel No. (W): __________________________

Fax No: __________________________ Cell No: __________________________

E-mail: __________________________ Alternative Contact No: __________________________

Alternative E-Mail: __________________________ Date of Birth: __________________________

ID/Passport No: __________________________ Citizenship: __________________________

Home Language: __________________________ Correspondence Preference: Afrikaans English

COMPLETING OF THIS BLOCK IS COMPULSORY

This information is for statistical purposes and is similar to the form of the 1996 National Census.

How would you describe yourself?  

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Disabled</th>
<th>African / Black</th>
<th>Coloured</th>
<th>Indian / Asian</th>
<th>White</th>
<th>Other (Specify):</th>
</tr>
</thead>
<tbody>
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<td>Y N</td>
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</tr>
</tbody>
</table>

473
B  TERTIARY EDUCATION:

NB All relevant Civil qualifications should be stipulated in the table below.

<table>
<thead>
<tr>
<th>Educational Institution</th>
<th>Qualification Obtained</th>
<th>Date Obtained</th>
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C  MEMBERSHIP OF OTHER INSTITUTIONS AND PROFESSIONAL REGISTRATION

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D  SAICE DIVISIONS
- You may elect to join one free division.
- Geotechnical Division members also belong to the ISMMGE and have to pay the prescribed Surcharge, please refer to fee structure on SAICE website.

Please indicate your choice:

1. Transportation Engineering
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4. Water Engineering
5. Joint Structural Division
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7. Information Technology
8. Project Management and Construction Division
9. ICE-SA, A Joint division of SAICE and ICE
10. Marine Division
11. Fire Engineering division

NB: PLEASE NOTE

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- You remain a member of SAICE until you give written notice of your resignation.

E  DECLARATION

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I further acknowledge that I (in my personal capacity) am responsible to keep my personal details updated on the SAICE member database and for the payment of my annual membership fee.

Signature: ___________________________ Date: ___________________________
APPLICATION FOR TRANSFER TO GRADE OF ASSOCIATE MEMBER

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Email: membership@saice.org.za

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- Please use black ink and block letters.
- Please complete all sections.

Current category of membership

SAICE membership number

A PARTICULARS OF APPLICANT

Title: ___________ Surname: ___________ Full Name(s): ___________

Address (Postal): __________________________________________________________________________

______________________________________________________________________ Postal code: ______

Address (Physical): _________________________________________________________________________

______________________________________________________________________ Postal code: ______

Address (Billing): _________________________________________________________________________

______________________________________________________________________ Postal code: ______

Employer:__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Position: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Tel No. (H): __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ ____
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D  SAICE DIVISIONS

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Please indicate your choice

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I further acknowledge that I (in my personal capacity) am responsible to keep my personal details updated on the SAICE member database and for the payment of my annual membership fee.

Signature: ___________________________ Date: ___________________________
GUIDELINES FOR COMPLETION OF THE “ELECTION TO THE GRADE OF FELLOW” FORMS

These guidelines have been produced to assist both the Electoral College and the Branch or Division Committee. Please follow carefully.

1. Whereas there are a number of unauthorized electronic versions in circulation of the proposal form for "election as a fellow", please do not use these. Some of them do not comply - for example in that important categories of information have been omitted. Please use the version herewith - alternatively use the hard copy version that can be obtained from National Office. The Electoral College will not consider proposals that are received on forms that do not comply.

2. The Electoral College will also not consider proposals on forms that are not completely filled in. Which is not to disqualify the use of attachments, such as cv’s, to supplement information on the forms. But, if this is done, the cv or whatever must not contain extraneous detail - the information required by the Electoral College must be readily apparent.

3. Please do not send information that is marginally relevant. The Electoral College each year receives some very detailed career resumes, and lots of copies of degree and registration certificates sometimes even company brochures. None of these are called for - and none of these is any substitute for a correctly filled in proposal form.

4. Please check that the applicant is currently professionally registered. We have come across cases where a registration number is indeed quoted, but this registration has in the interim lapsed.

5. Please carefully vet the application forms, and query directly with the candidate any oddball qualifications or registrations that are claimed. For example, we usually have candidates who claim to be "Member of ECSA". Taken at face value, this is a fraudulent claim. Members of the Engineering Council are a select group appointed by the Minister. No doubt the candidate actually meant that he or she was professionally registered by ECSA.

6. If you know of any circumstances surrounding a candidate, relating to professional issues, that might be relevant to the deliberations of the Electoral College, please let us know. For example, one candidate’s nomination was pended by the Electoral College when if was discovered by chance that he was the subject of an investigation by another professional body – but the Branch or Division didn’t tell us that.

7. Please satisfy yourself that the candidate meets the basic laid down criteria, viz.
   - corporate member for greater than 2 years,
   - older than 36,
   - currently actively engaged in civil engineering and has been for more than 15 years,
   - still meets requirements for corporate membership, viz. registration with ECSA, etc.
   - has held a position of responsibility for not less than 5 years.
8. Please don’t raise the expectations of candidates that you propose. We have most years had to turn down a proposal or two, and to suggest to the Branches and Divisions concerned that they be resubmitted in a subsequent year. Whether that would cause a bad feeling on the part of the candidate would largely depend on what he or she was led to expect.

9. Please do not ask one of the most recent seven past presidents to sign a nomination form. These are the guys who later have to sit in judgement on the applications.

Dr K C Wall

Chairman 2005

Electoral College of Fellows
THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING

APPLICATION BY A CORPORATE MEMBER
FOR ELECTION TO THE GRADE OF FELLOW

Private Bag X 200
Halfway House
1685

Tel: (011) 805 5947/8
Fax: (011) 805 5971
E-Mail: membership@saice.org.za

Notes: - Please use black ink and block letters.
- Please complete all sections.
- Hierdie vorm is in Afrikaans verkrygbaar.

A PARTICULARS OF APPLICANT

Surname: ___________________________ First names: ___________________________ Title: ___________________________

Address: ________________________________________________________________

_________________________________________________________ Code: ____________

Date of birth: ___________________________ I.D. No: ___________________________

Present Position: ___________________________ Citizenship: _______________________

Employer: ________________________________________________________________

Employer’s Address: _______________________________________________________

_________________________________________________________ Code: ____________

Date of election as a Member (if known):

________________________________________________________________________

Professional Registration with ECSA: Pr Eng / Pr Tech (Eng)* Registration Number: ____________

Tel No. (H): ___________________________ Tel No. (W): ___________________________ Fax No.: ___________________________

E-Mail: _______________________________ Correspondence Preference: [A  E]
B  UPDATE AND CONFIRMATION OF TERTIARY EDUCATIONAL QUALIFICATIONS

NB  Applicants should record all educational qualifications in the table below. Original certified copies are required of each qualification (degree, diploma or certificate) of which the Institution may not be aware, specifically those obtained after the applicant was admitted to corporate membership.

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<th>Educational Institution</th>
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C  MEMBERSHIP OF OTHER ENGINEERING INSTITUTIONS

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<th>Name of Institution/Society</th>
<th>Grade of Membership</th>
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D  CONTRIBUTION TO CIVIL ENGINEERING AS A PROFESSIONAL

(Include area of speciality, major projects undertaken, involvement with the Institution and other engineering bodies, papers delivered, etc)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

E  SPECIAL APPROPRIATE ACHIEVEMENTS, INTERESTS, ETC.:

(Include involvement and contributions made to bodies in the wider community, awards, etc)

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G DECLARATION

I, __________________________ the undersigned, declare that the information given in this application is true and correct.

Signature: __________________________ Date: __________________________

H PROPOSAL FOR ELECTION AS A FELLOW

We, the undersigned Fellows, propose that the above named corporate member be elected a Fellow as we are satisfied from our knowledge that the applicant is eligible to be a Fellow and we have initialed those items on the Statement of Career to which we can personally testify.

1. Signature: __________________________
   Name in block letters: __________________________
   Address: __________________________

2. Signature: __________________________
   Name in block letters: __________________________
   Address: __________________________

3. Signature: __________________________
   Name in block letters: __________________________
   Address: __________________________

EXTRACTS FROM THE CONSTITUTION

Fellows at the time of election shall:
- have been a Corporate member for at least two years, provided that the Council shall have power in exceptional circumstances to waive this requirement;
- be not less than thirty-six years of age;
- be actively engaged in civil engineering;
- have been actively engaged in civil engineering for not less than fifteen years;
- have held for not less than five years a position of responsibility which in the opinion of the Council justifies his election; and,
  - either hold a degree or other tertiary qualification in engineering recognised for the purpose by the Council, or
  - be a corporate member of an engineering institution or society recognised for the purpose by the Council.
THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING

RECOMMENDATION BY A BRANCH OR DIVISION COMMITTEE
FOR THE ELECTION OF A CORPORATE MEMBER
TO THE GRADE OF FELLOW

Private Bag X 200
Halfway House
1685
Tel: (011) 805 5947/8
Fax: (011) 805 5971
E-Mail: membership@saice.org.za

Notes: - Please use black ink and block letters.
- Hierdie vorm is in Afrikaans verkrybaar.
- A brief motivation of not more than 100 words by the proposer needs to be
  included with the nomination.

NOMINATING BRANCH/DIVISION: ____________________________

A NOMINEE

Surname: ____________________________ First names: ____________________________ Title: ____________________________
Address: ____________________________ Code: ____________________________

Date of birth: ____________________________ I.D. No: ____________________________
Home Language: ____________________________ Citizenship: ____________________________
Employer: ____________________________ Present Position: ____________________________
Employer’s Address: ____________________________ Code: ____________________________

Date of election as a Member (if known): ____________________________

Professional Registration with ECSA: Pr Eng / Pr Tech (Eng)* Registration Number: ____________________________
Tel No. (H): ____________________________ Tel No. (W): ____________________________ Fax No.: ____________________________
E-Mail: ____________________________ Correspondence Preference: [A E]

I, ____________________________ hereby accept nomination for election to the
grade of Fellow and agree to be transferred to the grade if elected by the Executive Board of SAICE.
Signature: ____________________________ Date: ____________________________
B  CONFIRMATION OF TERTIARY EDUCATIONAL QUALIFICATIONS

NB  Applicants should record all educational qualifications in the table below. Original certified copies are required of each qualification (degree, diploma or certificate) of which the Institution may not be aware, specifically those obtained after the applicant was admitted to corporate membership.

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C  STATEMENT OF ENGINEERING CAREER PARTICULARLY IN THE LAST 10 TO 15 YEARS

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D DETAILS OF CAREER AND ACHIEVEMENTS

(Fellows are primarily members who have reached a level of status and achieved in the profession. The questions below are intended to convey these qualities to the College of Fellows. It is appreciated that a particular nominee may not have achieved in all areas.)

Current or most recent position in the profession

(Give details of the nominee’s current employer, position in the organization, and give an indication of the organization’s size and status in the regional / national industry)

Nominee’s particular area of specialty

(Give details of the sector of the profession or the branch of civil engineering in which the nominee has been particularly active, e.g. municipal engineering, water supply, transportation planning etc)

Achievements in the profession

(Give details of personal awards, major projects with which the nominee has had a significant connection, or other noteworthy professional achievements.)

Professional papers delivered

(List any professional papers, contributions to the Magazine or Journal, policy statements or other influential documents for which the nominee has been responsible. List only the most recent)

Involvement in SAICE and similar engineering organizations

(List organizations in which nominee has held office or otherwise been active e.g. SARF, WISA, ICOLD etc)
Achievements in the wider community

(Give details of nominee’s achievements and positions of responsibility in non-professional organizations e.g. sports clubs, service clubs (Rotary), etc)

______________________________
______________________________
______________________________

Any other relevant information

______________________________
______________________________
______________________________

E  PROPOSAL FOR ELECTION AS A FELLOW

NB  Please note that the proposer and seconders must be corporate members of which at least one must be a Fellow.

We, the undersigned members of the Branch/Division propose that the above named corporate member be elected a Fellow as we are satisfied from our knowledge that he/she is eligible to be a Fellow and we have initialed those items on the Statement of Career to which we can personally testify.

1. Name in block letters: ____________________________ Membership Grade: ______
   Address: ____________________________________________
   Signature: _________________________________________

2. Name in block letters: ____________________________ Membership Grade: ______
   Address: ____________________________________________
   Signature: _________________________________________

3. Name in block letters: ____________________________ Membership Grade: ______
   Address: ____________________________________________
   Signature: _________________________________________

EXTRACTS FROM THE CONSTITUTION

A Fellow is a person who at the time of election:

- in the opinion of the Executive Board, has achieved sufficient status in the civil engineering profession to justify his or her election;
- is not less than thirty-six years of age; and
- has been a corporate member for at least five years, provided that the Executive Board may in exceptional circumstances to waive this requirement.
27. Benefits and activities as a Learned Society

Benefits of SAICE membership:
Benefits of SAICE student membership
SAICE’s activities as a learned society
BENEFITS OF SAICE MEMBERSHIP: WHAT MEMBERS ARE GETTING FOR THEIR SUBSCRIPTIONS

LIST OF BENEFITS

Why are we members of SAICE? What do we get for it? Many of us keep up our membership because it is the right thing to do and because there is a certain status attached to it.

However, it seems that most of the members of SAICE are not even aware of the vast number of things that SAICE actually does for its membership.

It is important to note at the outset that SAICE is an organisation for its members, by its members. If you are getting nothing from SAICE, it is probably because you do not employ the organisation to your own benefit. If you have a particular need, a number of your colleagues out there probably have the same need. Get together with them and encourage SAICE, through its local branch, to address that need. All you have to do is to get involved and make it happen.

What does SAICE do for me?

This first article aims to offer you a list, albeit inconclusive, of the benefits that your Institution, the South African Institution of Civil Engineering, provides for you.

Networking

Increase your professional profile by engaging in our branches, divisions, committees, panels and chapters, and by participating in our events. This is your opportunity to network with clients, government officials, civil engineering executives and fellow engineers. Your membership immediately allows you entry into an extended network of like-minded professionals – where you are able to market your professional services and initiate other commercial and social initiatives.

SAICE bookshop

Our bookshop has a wide range of technical engineering literature, university textbooks, management and leadership literature as well as South African tourism material. All these materials are also available via our online store. As a SAICE Member you will receive discounts on all books, this however excludes all NEC Contracts.

Magazine and Journal

Our informative and award-winning monthly magazine, Civil Engineering, not only features all the technical sub-divisions within civil engineering, but also keeps you up to date with various other engineering-related matters, and is handed to decision-makers when SAICE leaders meet with them, thereby illustrating the meaningful contribution that the profession is making to our country.

The quarterly journal, Journal of the South African Institution of Civil Engineering, is internationally accredited and carries peer-reviewed technical papers on cutting-edge engineering research, thereby consistently adding to the body of South African civil engineering knowledge of which SAICE, as a learned society, is the keeper.

Professional Indemnity Insurance “PII” at a special rate for SAICE Members

In the interests of providing added value to you our members SAICE has negotiated a special PI Insurance facility that provides very competitive premiums, wide coverage and also affords legal advice when required to protect your interests.
Newsletter

Our industry moves at a tremendous pace. But with our informative and current newsletter, which hits your mailbox bi-weekly – you can stay abreast of all highlights, events and stories.

PrEng Registration

SAICE facilitates the professional registration of civil engineers on behalf of ECSA. This includes conducting the interviews, setting the essay questions, invigilating the exam process and reviewing the PR Eng submission documents.

Mediators & Arbitrators

You have direct access to our panel of Mediators and Arbitrators for logical dispute resolutions.

AMICE subscription

SAICE members qualify for a 62.5% discount off an AMICE subscription.

ECSA fee reduction

Make use of your partial fee reduction in respect of your annual ECSA membership fees.

EngAge Digital Digest

SAICE has finally gone digital! During the latter part of 2014, we launched an exciting new digital digest, which is dedicated to engineering practitioners under the age of 35. Based in the digital medium, #EngAge automatically creates unlimited opportunities for interactivity. This people centric, digital digest aims to inspire and mobilise engineers – by showcasing the passion, successes and challenges that lie within the engineering industry. Here we continually appeal to the emotions and morale of all within the engineering profession, reinstating the ethic within it and reigniting its prestige.

Continuing Professional Development

SAICE offers CPD courses for all civil engineering divisions. Our courses are reviewed, endorsed and accredited by recognised experts and civil engineering practitioners, thereby offering technically sound and approved training to you. As a member you qualify for a discount of between 5 – 10 % on all courses offered.

Representation for civil engineers

SAICE is involved in the development of policies, standards, structures and systems that impact infrastructure engineering at national and international levels.

Our representation extends also to Infrastructure Departments in South Africa, international bodies like UNESCO, World Federation of Engineering Organisations (WFEO) and International Council for Science (ICS). SAICE also has strong ties with several international organisations such as the American Society of Civil Engineers (ASCE), Institution of Civil Engineers (ICE), Institution of Structural Engineers (I StructE), the Royal Academy of Engineering (RAE) and the World Council of Civil Engineers (WCCE).
Community Outreach

SAICE runs many successful local and international outreach programmes such as career guidance, awareness campaigns and capacity building for decision makers. We are continually taking civil engineering to the people and increasing its awareness footprint. Some of our key initiatives include:

Civil Talk

We have created a platform in which professional talks are held on controversial topics which influence our country and industry. This event is held quarterly throughout the year. You will be invited to join the talk, which is run by a panel of Engineering professionals, those propitiously educated in their fields and government individuals who provide insight and in-depth knowledge on the related topics.

International Bridge Building Competition

We initiated the bridge building competition in 1991 to further high school learners’ use of mathematics and science in an engineering context – to encourage learners to consider civil engineering as a career. Because of its practical and hands-on nature, this event is SAICE’s most successful initiative in attracting learners from previously disadvantaged rural and township schools, model C schools and private schools to civil engineering, as well as promoting a general awareness of the civil engineering profession. The competition provides a career guidance opportunity and gives learners the opportunity to also build bridges between people, cultures and countries!

AQUALIBRIUM Schools Water Competition

This competition aimed at high-school learners – who are tasked to design a water model distribution network. The network familiarises them with the intricacies involved in the design. This is a wonderful opportunity which creates awareness regarding issues surrounding water in the country, spreading the message of water being a precious commodity that should be recycled, re-used, respected and conserved.

Road shows

Our vision of the various road-shows aimed at university students around the country creates the necessary awareness about the industry. These road-shows help students in developing their networking skills and teaches them to visualize their career paths whilst studying.

Recognition:

- SAICE promotes technical excellence through project awards within branches and divisions, as well as at national level
- SAICE promotes the status of civil engineering practitioners through liaison with government, industry and other professions
- SAICE promotes excellence at tertiary institutions by rewarding academic excellence
- SAICE provides the opportunity for recognition by peers through promotion to fellow membership
- SAICE provides recognition of service to the profession through its prestigious awards

Representation:

- SAICE represents members’ interests on statutory organisations such as CIDB and ECSA
- SAICE represents members’ interests on professional and industry bodies
- SAICE represents civil engineering interests on technikon and university accreditation panels
**General:**

**SAICE provides the opportunity to develop members’ leadership and social abilities**

- SAICE provides exposure to issues concerning the engineering profession
- SAICE creates a collective think tank on matters of importance to members
- SAICE provides guidance to young members who want to register professionally
- SAICE provides a platform for members to address issues that they feel strongly about
- SAICE provides opportunities to influence a member’s career through links with other organisations, government and the general public
- SAICE, through its international agreements and representation, ensures international recognition of the professional status of its members
- SAICE is recognised as a learned society in the international sphere
- SAICE promotes civil engineering to scholars through its annual bridge building competition, and through its career guidance programme, thereby encouraging interest in the profession among young people
- SAICE provides bursaries to students studying civil engineering at universities and universities of technology
- SAICE provides an annual calendar to its members
- SAICE provides inputs in technical specifications and documents
- SAICE provides an events database of numerous CPD opportunities and other professional happenings
- SAICE looks after its members’ general professional interests

As you can see from the above, it is for good reason that some of our members had the following to say during a recent survey within the SAICE Council:

“Knowing that there is an organisation like SAICE that looks after my general professional interests - particularly in today’s changing world - provides security and peace of mind.”

“Being involved allows members to understand the industry and politics better and thus create better and more appropriate opportunities for yourself and your business.”
BENEFITS OF SAICE STUDENT MEMBERSHIP

Becoming a student member of SAICE is your first step towards joining the biggest network of civil engineering professionals in South Africa. Not only will you enjoy all the physical benefits of membership, but you will also be benefiting your future career from an early stage.

A Student Member is a person who:

• At the time of admission has a valid registration as a full time student at a tertiary educational institution recognised for this purpose by Council, with the intention of obtaining an academic qualification in civil engineering
• Undergoes a regular course of training recognised for this purpose by Council

Benefits:

• Receive discounts for courses, workshops, lectures etc. held by SAICE
• Receive discounts from books bought from SAICE bookshop
• Receive a monthly magazine
• Receive a technical journal at least twice a year
• Receive informative newsletters related to Civil Engineering matters, events and courses in the Civil Engineering industry
• Awards for technical excellence projects, competitions at branches, divisions and national level

SAICE Patrons Engineering Bursary Scheme (SPEBS)

• National Diploma students: Only candidates who have already passed their first semester (S1) National Diploma examination are considered. SPEBS bursaries are therefore intended for S2, S3 and S4 Civil Engineering students only.
• Degree Students: Only who have already passed their first year examinations are considered. SPEBS bursaries are therefore intended for 2nd, 3rd and 4th year Civil Engineering students only.

Additional features:

• Your first year student membership with SAICE is free, thereafter each year that you are still a full time student you must submit proof of registration or your academic record in January-March each year in order to obtain another fee suspension for the year.
• Once graduated a student will need to upgrade his/her membership to an Associate member. Application form will be found on the SAICE web site. With application a certified ID copy, certified copy of qualifications and a copy of CV need to be sent to membership department.
• NOTE: your membership with SAICE will continue until we receive written notification of resignation.
• Update and view information on the SAICE web site www.saice.org.za Complete first time log in and obtain username and password.
• Queries, change of details, upgrade of membership, submission of proof of registration etc.

Contact Membership department at National Office:

Vicky Johnstone dealing with member surnames A-M, vicky@saice.org.za

Merriam Molefe dealing with member surnames N-Z, merriam@saice.org.za
SAICE’S ACTIVITIES AS A LEARNED SOCIETY

Education, training and assistance for professional registration

Tertiary accreditation of university courses – nominate teams
Continuing education, courses, seminars and congresses
Specialist technical guidelines, standards and specifications
Conventions
Educational standards
Preparation of candidates for professional competency
Arrange professional interviews

Liaison / Networking / Lobbying with:

Parliament/Government/Local Government
Other engineering learned institutions/societies/associations (local and abroad)
Other engineering organisations
Other planning professions
Interest groups (commercial/social/community)
Interest groups (technical)
Political role-players

Career guidance

Information, facilitation

Awards for excellence

Projects
Personal
Papers, research and publications

Publishing

Technical journals
Magazines / Newsletters
Contract documentation
Guidelines
Public and technical press articles
Engineering standards

Promotion of engineering and technology

Calendars, funding to support various projects, memorabilia, coffee table books, awards, competitions, exhibitions, museums and banquets
Site visits
Presidential visits
Press releases
Technical divisions: development of guidelines/documents
Target groups
Engineering community
General public and public awareness
Logo
Facilitation of contact with business sector
International networking and agreements of co-operation and recognition
**Specialist services**
Mediation and arbitration panels and guidelines

**Development and research**
Promotion of technical data collection, synthesis of research

**Standards**
Development/ Sourcing / Interpretation
28. International

SAICE International Panel Guide

This entire chapter is undergoing review by the panel.
SAICE International Panel Guideline
1. EXECUTIVE SUMMARY

The purpose of this document is to serve as a guideline for the operations of the SAICE International Panel, and to provide a structured system for the panel and international bodies associating with SAICE, to function within.

SAICE is a large organisation with a complex operational structure that includes committees, panels, divisions and branches, with the main administrative functions carried out at SAICE’s national office in Midrand, Johannesburg. The SAICE International Panel, through its interactions and activities, impacts all its members, volunteers, committees, panels, chapters, and the board and council of SAICE.

As with all units that make SAICE functional and effective, the SIP requires enthusiastic and passionate volunteers who have experience in their respective roles, to participate in opportunities offered by SAICE. The SIP also requires volunteers to actively engage with the processes and people to achieve the mandate of the SIP and the broader mission and vision of SAICE.

In keeping with the key objectives of the SIP, it important to create, operate and maintain healthy relationships with all international organizations. While tendering to existing relationships and persevering to create new ones across our shores, it is equally important for SAICE to place deliberate emphasis on sharing knowledge and establishing relationships within the African continent.

Appendix 2 of this SIP Guide presents a brief overview of the International Panel’s Policy. This document was tabled at the SAICE Executive Board Meeting on 27 March 2018 and was agreed in principle. A fleshed out version of Appendix 2 will eventually replace this guideline included herein.

List of Appendices
Appendix 1 – Proposed Interim SIP Members
Appendix 2 – International Relationship – SAFE – (South Africa – Africa)
Appendix 3 – International Relationship – FAEO – (South Africa – Africa)
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Appendix 5 – International Relationship – Institute of Civil Engineers (United Kingdom)
Appendix 6 – International Relationship – American Association of Civil Engineering (United States of America)
Appendix 7 – International Relationship – Institute of Structural Engineers – (United Kingdom)
Appendix 8 – International Relationship – Engineers Against Poverty – (United Kingdom)
Appendix 9 – International Relationship – Royal Academy of Engineering – (United Kingdom)
Appendix 10 – International Relationship – Register of Engineers for Disaster Relief – (United Kingdom)

List of Abbreviations
SAICE South African Institution of Civil Engineering
SIP SAICE International Panel
ICE Institute of Civil Engineers
RedR Register of Engineers for Disaster Relief
ASCE American Association of Civil Engineers
SAFE African Engineer’s Forum
RAE Royal Academy of Engineering
UNESCO United Nations Education Scientific and Cultural Organization
IStructE Institute of Structural Engineers
WFEO World Federation of Engineering Organizations
FAEO Federation of African Engineering Organizations
2. **KEY OBJECTIVES**

The following key objectives are applicable to the SIP:

1. Promote member’s interest
2. Promote and accept internationally accepted norms in terms of conduct, integrity, ethics, engineering standards, and care for our peoples and environment
3. Encourage and facilitate on-going learning and professional development for engineering professionals
4. Develop, promote, facilitate and lobby for the acceptance of best practice policies relating to foreign investment and donor involvement and influence in Africa
5. Africa first, then the rest of the World

3. **SAICE INTERNATIONAL PANEL MANDATE**

In order to achieve the broader objectives of SAICE's strategic plan, the following mandate has been tasked to the SIP:

1. To promote, pursue and develop partnerships, educational activities and agreements of mutual benefit with other engineering or educational organisations at national, regional, continental and international bodies, that will enhance the interests of SAICE.
2. To advice the SAICE National Office of actions required on developments and requirements of such partnerships
3. To advise the SAICE Executive Board (EB) and Council on all policy matters relating to international affairs of SAICE.
4. To serve as first port of call for all enquiries from international bodies as well as SAICE branches and divisions, on international decision making and planning.
5. Referring all international matters that call for higher decision making process to the SAICE EB.
6. To provide feedback to SAICE EB and Council on international activities and SIP’s involvement.
7. To assign SAICE members, divisions, branches or staff to international meetings in consultation with the CEO and the President, taking cognisance of SAICE’s budget imperatives.
8. To monitor compliance and adherence to any financial or administrative policies and procedures as decided by SAICE from time to time in regard to travel, accommodation and other of SAICE’s administrative or quality requirements.
9. To take into consideration the benefit of each of the SIP’s action on engineering as a profession, and to the SAICE’s members.
10. To actively engage on the SAICE International Panel, a member needs to, amongst others, meet the following requirements:
    - A member should have general knowledge and understanding of national and international bodies as well as the nature and functionality of volunteer organizations
    - A member should have an understanding of SAICE’s divisions and branches
    - A member should have a general understanding of the different functions within SAICE and the national office
4. INTERNATIONAL POLICY GUIDELINE

1. Purpose of this Document

| 1.1 | The purpose of this document is to guide the South African Institution of Civil Engineering (SAICE) in the formation of International Relations. This is a dynamic document which will be revised as required. |

2. Purpose and incentives for International Relations

| 2.1 | SAICE recognises the importance of building international relations as this has numerous advantages to the institution, its membership and the country. Some incentives are listed below: |
| 2.1.1 | To contribute to development of the art and science of engineering in South Africa through participation in international forums |
| 2.1.2 | To maintain and improve the image of civil engineering in South Africa, on the Continent of Africa and Globally |
| 2.1.3 | To further the Objectives and Mission Statement of SAICE outside the borders of South Africa |
| 2.1.4 | To expose the SAICE membership, especially young engineers, to international engineering, thus giving them opportunities for growth and development |
| 2.1.5 | Keep SAICE and its membership informed and alert to developments in international engineering |
| 2.1.6 | To allow a South African Civil Engineering input in the shaping of international policies, standards and specifications |
| 2.1.7 | To share international best practice |
| 2.1.8 | To support engineering organisations with a similar mindset, especially on the continent, in their various initiatives. |
| 2.1.9 | To support and encourage a young members international exchange programme by endorsing and partially sponsoring identified candidates to gain experience working overseas. |
| 2.1.10 | To support the development of engineering education by engaging with academic institutions both overseas and in neighbouring SADC countries. |

3. SAICE International Panel

| 3.1 | The SAICE International Panel (SIP) was formed in 2009, whose Objectives and Mandate are detailed in the 'International Panel Guide' (2015). Their objectives include fostering international |
relationships and guiding SAICE in international relations.

<table>
<thead>
<tr>
<th>4. Roles</th>
<th>4.1</th>
<th>The SIP continues to operate as SAICE’s forerunner in International Relations as per their Objectives and Mandate</th>
</tr>
</thead>
</table>
|          | 4.2 | The Joint Divisions:  
|          |     | SAICE has two on going agreements with International learned societies.  
|          |     | SAICE & the Institution of Structural Engineers JSD (Joint Structural Division) together with SAICE & the Institution of Civil Engineers (ICE-SA Division), |
|          | 4.3 | Young Members of SAICE will be encouraged to participate in international relations to ensure development of young leaders. SIP should annually allocate funds to assist in these relations. |
|          | 4.4 | Student members of SAICE will be encouraged to participate in student exchanges to facilitate development |
|          | 4.5 | SAICE divisions and branches will be encouraged to participate in the building of international relations |
|          | 4.6 | All members of SAICE will be notified of international opportunities which SAICE finds for them to participate in |

<table>
<thead>
<tr>
<th>5. Strategy for relationships with African Engineering Organisations</th>
<th>5.1</th>
<th>SAICE will first and foremost aim to build strong relationships with other African countries.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5.2</td>
<td>SAICE will continue to maintain and build international relationships within Africa as guided by SIP’s recommendations but not encroach upon or overlap with areas that are specifically allocated to ECSA (see Appendix A and Appendix B)</td>
</tr>
<tr>
<td></td>
<td>5.3</td>
<td>The SIP will regularly review and update their recommendations on the status and strategy for SAICE international relationships in Africa. In turn, this policy will be updated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Strategy for relationships with International Engineering Organisations</th>
<th>6.1</th>
<th>SAICE will continue to maintain and build international relationships as guided by SIP’s recommendations but not encroach upon or overlap with areas that are specifically allocated to ECSA. (see Appendix A and Appendix B)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6.2</td>
<td>The SIP will regularly review and update their recommendations on the status and strategy for SAICE international relationships. In turn, this policy will be updated.</td>
</tr>
</tbody>
</table>

| 7. Guidelines of Activities | 7.1 | For the purpose of this document, activities for relationship building will be proposed and grouped as per the resource level |
required.

**Type A:** Substantial resources (time and money) required – highest impact activities

**Type B:** Moderate resources (time and money) required

**Type C:** Minimal resources (time and money) required

7.2 SAICE can engage in the following activities to further international relationships, this is not a comprehensive list:

**Type A: Substantial resources (time and money) required**

7.2.1 Attend conferences

7.2.2 Attend international meetings, workshops and forums

7.2.3 Host international events, summits, conferences, summits

7.2.4 Plan strategic visits to relevant countries or organisations

**Type B: Moderate resources (time and money) required**

7.2.5 Participate in African Engineering Week

7.2.6 Host international delegates

7.2.7 Create international forums and workgroups

7.2.8 Participate in or facilitate student or work exchanges

7.2.9 Enter into a Memorandums of Understanding with an international Body, following SIP approval

**Type C: Minimal resources (time and money) required**

7.2.10 Arrange strategic meetings with international organisations and governmental organisations in South Africa

7.2.11 Monitor international current affairs, news and developments with regards to engineering. Share relevant information with SAICE Divisions, Branches, Panels or membership as relevant

7.3 SAICE has maintained a level of participation and presence at the annual World Federation of Engineering Organisations (WFEO) Executive Meetings and Conference over the last half a decade. This has proven to be a productive and successful method of
maintaining and building international relationships and efforts should be made to maintain this involvement.

<table>
<thead>
<tr>
<th>8. Guidelines for Funding</th>
<th>8.1</th>
<th>In the interest of developing strong international relationships, SAICE will annually allocate funds towards the achievement of Type A activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.1.1</td>
<td>SAICE will support SAICE office bearers, committee members and panel members when engaging Type A activities as far as funds are available, (see clause 8.2). This will apply to senior SAICE staff members too.</td>
</tr>
<tr>
<td></td>
<td>8.1.2</td>
<td>Internationally active SAICE members with other international affiliations or affiliations with ECSA will be requested to source funding from these sources before approaching SAICE</td>
</tr>
<tr>
<td></td>
<td>8.1.3</td>
<td>SAICE will fund at least 2 senior office bearers to attend WFEO conferences, based on available funds.</td>
</tr>
<tr>
<td></td>
<td>8.1.4</td>
<td>Preference of senior office bearers will be given to SAICE members with previous/current involvement in WFEO and magnitude of involvement.</td>
</tr>
<tr>
<td></td>
<td>8.2</td>
<td>In the interests of development of young engineers, SIP will allocate funds for at least 2 young engineers to attend the annual WFEO Executive Meetings and Conference</td>
</tr>
</tbody>
</table>
|                           | 8.2.1 | Preference of young engineers will be according to the following criteria, in descending order of importance, but the final decision will be according to the discretion of funders:  

1. Previous involvement in WFEO and magnitude of involvement  
2. Acceptance of papers to be presented at conference  
3. Involvement in SAICE YMP, branches and divisions and capacity to represent SAICE  
4. On recommendation from SAICE office bearers or industry members |
|                           | 8.2.2 | If necessary, a point system can be used from year to year, but this will be based on the discretion of funders and the SIP and can be incorporated into this policy when standardised |
|                           | 8.2.3 | Amount of funding to be allocated to WFEO participation will be finalised when the SIP annual budget is drawn up. This will be dependent on SIP objectives for the year and funds available and will be subject to discussion and approval at SIP meeting |
If more or fewer than 2 young engineers are nominated to attend WFEO conferences, the available funds will be split between these individuals.

### 9. Relationships with other local organisations on international matters

#### 9.1 Local Voluntary Organisations

- **9.1.1** SAICE will strive to build co-operative relationships with gazetted Engineering Voluntary Associations in South Africa, to the benefit of all involved in the area of international relationships.

- **9.1.2** Where decision making on an international engineering scale requires a broader engineering viewpoint, SAICE will appeal to other voluntary associations for their input. On large scale initiatives, agreements will be signed to formalise any relationships with other Voluntary Organisations. Where no input is received from other Voluntary Organisations, it will be deemed that SAICE can proceed unilaterally.

#### 9.2 Engineering Council of South Africa (ECSA)

- **9.2.2** SAICE will maintain its co-operative relationship with ECSA in terms of international relations to benefit all involved.

#### 9.3 Local Government organisations

- **9.3.1** When need be, SAICE will interact with Governmental and Parastatal Organisations to further its objectives with regards to international relations.

- **9.3.2** SAICE will work with the Department of Science and Technology to further both organisation’s international relations where such opportunities arise.

### 10. Guidelines feedback

- **10.1** SAICE members who participate in major international events are required to submit feedback reports to the SIP who will pass on relevant issues to relevant entities, as they see fit.

- **10.2** The JSD and ICE-SA will pass on issues of international concern obtained from their interaction with their counterparts onto the SIP who in turn will pass on such issues to relevant entities, as they see fit.

- **10.3** The SAICE International Panel will measure the success of SAICE’s international activities annually in a holistic and strategic manner. Any relevant outcomes of their analysis will be
disseminated to the SAICE Council.

10.4 News of relevant international developments and activities of SAICE will be disseminated to SAICE members through the SAICE magazine, Journal, newsletters, talks/lectures and social media.

5. SAICE INTERNATIONAL PANEL MEMBERS

As with all units that make SAICE functional and effective, the SIP requires enthusiastic and passionate volunteers who have relevant experience for specific roles to participate in opportunities offered by SAICE. The SIP also requires volunteers to actively engage with the processes and people, to achieve its mandate and the broader mission and vision of SAICE.

The SIP comprises the following positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Role</th>
<th>Experience Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>Provide leadership and administrative authority</td>
<td>International relationships, Government/Institutional relations, Cultural diversity, Business Acumen, Social aptitude</td>
</tr>
<tr>
<td></td>
<td>Networking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chair meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Decision making in an institutional environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Negotiations</td>
<td></td>
</tr>
<tr>
<td>Vice chairman</td>
<td>Provide effective and immediate assistance to the chairman</td>
<td>International relationships, Government/Institutional relations, Cultural diversity, Business Acumen</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Efficient recording and distribution of meetings and discussions</td>
<td>Extensive knowledge and understanding of national and international bodies, volunteer organizations and SAICE National Office</td>
</tr>
<tr>
<td></td>
<td>Events planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administration and record keeping</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Providing assistance to the Chairman and Vice Chairman</td>
<td></td>
</tr>
<tr>
<td>Executive Board Representative</td>
<td>Communication Representation Administrator</td>
<td>Extensive knowledge and understanding of national and international bodies, volunteer organizations and the function of the SAICE International Panel</td>
</tr>
<tr>
<td>Panel Member</td>
<td>Assistance to SIP/ SAICE</td>
<td>General knowledge of SIP, SAICE, International bodies</td>
</tr>
</tbody>
</table>
6. CURRENT SAICE INTERNATIONAL RELATIONSHIPS

SAICE has established links with various engineering bodies both locally, in South Africa and around the world.

In keeping with the key objectives of the SIP, it is important to design, operate and maintain healthy relationships with all international organizations. While tendering to existing relationships and persevering to create new ones across our shores, it is vital that SAICE places deliberate emphasis on sharing knowledge and founding relationships in Africa.

SAICE has already embarked on institutional and capacity building in various parts of Africa, including Kenya, Zimbabwe, Zambia, Swaziland, Lesotho, Malawi, Botswana, Ghana, Mozambique, Uganda, and Tanzania through the Africa Engineers Forum, and must continue to advance our relations in these countries while incorporating new countries to expand the network.

In 2015 SAICE was invited to present on behalf of the Nigerian Society of Engineers to delegates at the Nigeria Infrastructure Conference, on the subject of research and development of a local Infrastructure Report Card. The NSE has subsequently launched their first IRC.

SAICE currently shares in active engagements with the following organizations:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southern African Federation of Engineering Organisations (SAFEO)</td>
<td>To develop human capital in the built environment professions in particular, engineering with view to enable Africa to ultimately achieve sustainable development for the people of Africa. Refer to APPENDIX 3 for a summary of contact details, current projects and nature of relationship.</td>
</tr>
<tr>
<td>Federation of African Engineering Organizations (FAEO)</td>
<td>Refer to APPENDIX 4 for a summary of contact details, current projects and nature of relationship.</td>
</tr>
<tr>
<td>World federation of Engineering Organizations (WFEO)</td>
<td>Refer to APPENDIX 5 for a summary of contact details, current projects and nature of relationship.</td>
</tr>
<tr>
<td>Institute of Civil Engineers (ICE)</td>
<td>SAICE – ICE Agreement of Co-operation: to promote the development of a closer working relationship, to the mutual benefit of all members concerned and in the interest of the engineering profession. This agreement also formalizes the establishment of a joint ICE-SAICE Division. See APPENDIX 6 for a summary.</td>
</tr>
<tr>
<td>American Association of Civil Engineering (ASCE)</td>
<td>The relationship with ASCE promotes the facilitation and enhancement of the efforts of each organization to better serve the public and the engineering profession in its own individual country. See APPENDIX 7 for a summary.</td>
</tr>
<tr>
<td>Institute of Structural Engineers (IStructE)</td>
<td>The relationship promotes the development of a closer working relationship to the mutual benefit of the members of both institutions and to unify and strengthen representation of structural engineers internationally. See APPENDIX 8 for a summary.</td>
</tr>
<tr>
<td>Engineers Against Poverty (EAP)</td>
<td>Refer to APPENDIX 9 for a summary of contact details, current projects and nature of relationship.</td>
</tr>
<tr>
<td>Royal Academy of Engineering</td>
<td>Refer to APPENDIX 10 for a summary of contact details, current projects and nature of relationship.</td>
</tr>
<tr>
<td>Organization</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>(RAE)</td>
<td>projects and nature of relationship.</td>
</tr>
<tr>
<td>Register of Engineers for Disaster Relief (RedR)</td>
<td>Refer to APPENDIX 11 for a summary of contact details, current projects and nature of relationship.</td>
</tr>
</tbody>
</table>
7. APPENDICES
APPENDIX I – CURRENT SIP MEMBERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Company</th>
<th>Designation</th>
<th>Contact Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panel Member</td>
<td>Errol Kerst</td>
<td></td>
<td>President 2018</td>
<td>082 551 5075</td>
<td><a href="mailto:errolkerst@gmail.com">errolkerst@gmail.com</a></td>
</tr>
<tr>
<td>Chair</td>
<td>Kribbs Moodley</td>
<td>Mott Macdonald</td>
<td>Chief Operational Officer</td>
<td>082 772 4513</td>
<td><a href="mailto:Kribbs.Moodley@mottmac.com">Kribbs.Moodley@mottmac.com</a></td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Martin van Veelen</td>
<td>MDT</td>
<td>Environmental</td>
<td>082 575 3690</td>
<td><a href="mailto:martin@mdte.co.za">martin@mdte.co.za</a></td>
</tr>
<tr>
<td>Panel Member</td>
<td>Alain Jacquet</td>
<td>ICE-SA</td>
<td>ICE Country Representative</td>
<td>082 375 6800</td>
<td><a href="mailto:alain@jacquet.co.za">alain@jacquet.co.za</a></td>
</tr>
<tr>
<td>Panel Member</td>
<td>Munya Mutyora</td>
<td>UWP</td>
<td>Associate</td>
<td>076 499 7600</td>
<td><a href="mailto:munyam@uwp.co.za">munyam@uwp.co.za</a></td>
</tr>
<tr>
<td>Panel Member</td>
<td>Tony Smith</td>
<td>Joint</td>
<td>Secretary</td>
<td>083 276 0046</td>
<td><a href="mailto:ajs@jsd.co.za">ajs@jsd.co.za</a></td>
</tr>
<tr>
<td>Panel Member</td>
<td>Marclom Pautz</td>
<td>KPMG</td>
<td>Director</td>
<td>079 512 9956</td>
<td><a href="mailto:malcolm.pautz@kpmg.co.za">malcolm.pautz@kpmg.co.za</a></td>
</tr>
<tr>
<td>SAICE Staff</td>
<td>Manglin Pillay</td>
<td>SAICE</td>
<td>CEO</td>
<td>071 879 5868</td>
<td><a href="mailto:manglin@saice.org.za">manglin@saice.org.za</a></td>
</tr>
<tr>
<td>SAICE Staff</td>
<td>Steven Kaplan</td>
<td>SAICE</td>
<td>International Officer</td>
<td>083 441 4982</td>
<td><a href="mailto:steven@saice.org.za">steven@saice.org.za</a></td>
</tr>
<tr>
<td>SAICE Staff</td>
<td>Mishka Khan</td>
<td>SAICE</td>
<td>Assistant</td>
<td>011 805 5947</td>
<td><a href="mailto:mishka@saice.org.za">mishka@saice.org.za</a></td>
</tr>
</tbody>
</table>
APPENDIX 2 – Brief overview of SAICE International Policy

The International Landscape

- International Engineering Alliance (Regulatory in nature)
- FIDIC (focus on contractual issues and how business is conducted)
- World Federation of Engineering Organisations (Represents Civil Society at the UN)
- World Council of Civil Engineering (A small grouping)
- Federation of African Engineering Organisations (Relationship with the AU)
- Southern African federation of Engineering Organisations (An organ of FAEO)

The South African Landscape

- ECSA (represents the public interest)
- CESA (represents the interest of the industry)
- The VAs (represent the interest of the profession)

Traditional Interactions

- ASCE
- ICE
- IStructE

What is happening in the World

- The SDGs (The SA NDP speaks to this)
- Mobility of Engineers (Goes beyond the Washington and other accords)
- Skills recognition (certification)

Why should SAICE bother?

- Who else?
- ECSA has a narrow interest at WFEO. Runs the CECB, but this will end soon. SAICE has been doing most of the work in this Committee. Doubtful that ECSA will support skills recognition.

What will SAICE get out of it?

- International recognition
- International networking
- Actively participate in determining what happens
- International recognition will strengthen our national profile
- Make sure that our skills recognition project has international recognition and support

What is the Plan

- Participate on four levels:
  1. Global through WFEO
  2. Continental through FAEO
  3. Regional through SAFEO
  4. Traditional relationships
WFEO

- Attend the annual conference and STC meetings. Pay for two delegates, partly sponsor a group of young engineers. Become member of a select number of STCs (3 or 4).
- Become involved in WFEO projects that can benefit SAICE directly (IRC) and attend the annual Paris Executive meeting if required.

FAEO

- Lead a delegation from SA to attend the African Engineering Week conference. Pay for two delegates from SAICE.

SAFEEO

- Lead a delegation from SA to attend the annual conference. Pay for one delegate from SAICE.

Traditional Relations

- ASCE
- ICE
- IStructE

Cost Per Year

WFEO: Three man-trips at R40 000 each per year. R120 000
- Sponsorship for Young Engineers R100 000

FAEO: Two man-trips at R30 000 each per year R 60 000

SAFEEO: One man-trip at R30 000 per year R 30 000

Traditional Relations: Three man-trips at R40 000 per year R120 000

Total cost: R430 000

Add sponsorship for Young Engineers to attend FAEO and SAFEEO events at R35 000 for each event.

Total annual budget R500 000
<table>
<thead>
<tr>
<th><strong>Institution or Organization</strong></th>
<th>Southern African Federation of Engineering Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acronym</strong></td>
<td>SAFEO</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Ignasio Ngomo - President</td>
</tr>
<tr>
<td><strong>Mobile Number</strong></td>
<td>+265 991 16 71 52</td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:ingoma@poly.ac.mw">ingoma@poly.ac.mw</a></td>
</tr>
<tr>
<td><strong>Postal address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Physical address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Status of Relationship</strong></td>
<td>Signatory to SAFEO Agreement of Cooperation and Protocol</td>
</tr>
<tr>
<td><strong>Current Projects</strong></td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX 3 – INTERNATIONAL RELATIONSHIP – FAEO – (SOUTH AFRICA – AFRICA)

<table>
<thead>
<tr>
<th>Institution or Organization</th>
<th>Federation of African Engineering Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td>FAEO</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mustafa Shehu - President</td>
</tr>
<tr>
<td></td>
<td>Bernard Ordams - Executive Director</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+234 803 334 5810</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mbs@mbsengineeringltd.com">mbs@mbsengineeringltd.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:executivedirector@faeo.org">executivedirector@faeo.org</a></td>
</tr>
<tr>
<td>Postal address</td>
<td></td>
</tr>
<tr>
<td>Physical address</td>
<td>Suite 205, National Engineering Centre, (Off National Mosque-Labour House Road), Central Area, Abuja, Nigeria</td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Status of Relationship</td>
<td>Member of SAFEO which is in turn a member of FAEO</td>
</tr>
<tr>
<td>Current Projects</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX 4 – INTERNATIONAL RELATIONSHIP – WORLD FEDERATION OF ENGINEERING INSTITUTIONS

<table>
<thead>
<tr>
<th>Institution or Organization</th>
<th>World Federation of Engineering Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td>WFEO</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Jacques de Méreuil - Executive Director</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+ 33(0)1 45 68 48 46</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>+33 (0)7 87 51 09 90</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:executivedirector@wfeo.org">executivedirector@wfeo.org</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>Maison de l'UNESCO, 1 rue Miolis, 75015 Paris</td>
</tr>
<tr>
<td>Physical address</td>
<td>Maison de l'UNESCO, 1 rue Miolis, 75015 Paris</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.wfeo.net">www.wfeo.net</a></td>
</tr>
<tr>
<td>Current Projects</td>
<td>• SAICE member representation in the Committee for Engineering Capacity Building (CECB)</td>
</tr>
<tr>
<td></td>
<td>• SAICE has published and printed the WFEO Capacity Building Guideline</td>
</tr>
<tr>
<td></td>
<td>• SAICE has published and printed the IRC Manual to assist countries to assess and monitor the ongoing maintenance of their critical infrastructure</td>
</tr>
<tr>
<td></td>
<td>• The SAFEO is an associate member of the WFEO</td>
</tr>
<tr>
<td></td>
<td>• SAICE member representation on WFEO task team that is developing a unified structure for Africa that would represent a single voice entity for African Engineering Institutions at WFEO</td>
</tr>
<tr>
<td></td>
<td>• Capacity Building book compendium is being developed and populated</td>
</tr>
</tbody>
</table>
**APPENDIX 5 – INTERNATIONAL RELATIONSHIP – INSTITUTE OF CIVIL ENGINEERS (UNITED KINGDOM)**

<table>
<thead>
<tr>
<th>Institution or Organization</th>
<th>Institution of Civil Engineers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td>ICE</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Daphne Guthrie - Manager International Development</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+44 20 7222 7722</td>
</tr>
<tr>
<td>Fax Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:secretariat@ice.org.uk">secretariat@ice.org.uk</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>1 Great George Street, Westminster, London, SW1P 3AA, United Kingdom</td>
</tr>
<tr>
<td>Physical address</td>
<td>1 Great George Street, Westminster, London, United Kingdom</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.ICE.org.uk">www.ICE.org.uk</a></td>
</tr>
<tr>
<td>Status of Relationship</td>
<td>• Agreement of Co-operation to service and facilitate local members of ICE and ICE entities</td>
</tr>
<tr>
<td></td>
<td>• Signatory to the ECSA-ICE-SAICE Memorandum of Understanding regarding reciprocity in terms of the professional status of membership of SAICE and ICE</td>
</tr>
<tr>
<td></td>
<td>• General co-operation on issues of mutual interest and concern as and when deemed necessary</td>
</tr>
<tr>
<td>Current Projects</td>
<td>Finalization of new Agreement of Co-operation for early in 2011</td>
</tr>
<tr>
<td>Institution or Organization</td>
<td>American Society of Civil Engineers (ASCE)</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Acronym</td>
<td>ASCE</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Thomas W. Smith III, ENV SP, CAE, F.ASCE - Secretary and Executive Director</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+ 1 703 295 6300</td>
</tr>
<tr>
<td>Fax Number</td>
<td>+ 1 703 295 6222</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:secretary@asce.org">secretary@asce.org</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>1801 Alexander Bell Drive, Reston, Virginia, USA</td>
</tr>
<tr>
<td>Physical address</td>
<td>1801 Alexander Bell Drive, Reston, Virginia, AV 20191 USA</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.asce.org">www.asce.org</a></td>
</tr>
<tr>
<td>Status of Relationship</td>
<td>• Agreement of Co-operation</td>
</tr>
<tr>
<td></td>
<td>• Member of International Round Table</td>
</tr>
<tr>
<td></td>
<td>• Interaction – Exceed &amp; Report Card</td>
</tr>
<tr>
<td></td>
<td>• Agreement to sell ASCE publications at SAICE</td>
</tr>
<tr>
<td>Current Projects</td>
<td>Excellence in Civil Engineering (ExCEEd) for RSA – ExCEEd is currently being run in the USA.</td>
</tr>
<tr>
<td>Institution or Organization</td>
<td>Institution of Structural Engineers (IstructE)</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Acronym</td>
<td>IstructE</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Martin Powell - Chief Executive</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+44 20 7235 4535</td>
</tr>
<tr>
<td>Fax Number</td>
<td>+44 20 7235 4294</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mail@istructe.org">mail@istructe.org</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>11 Upper Belgrave Street, London, SW1x 8BH, UK</td>
</tr>
<tr>
<td>Physical address</td>
<td>11 Upper Belgrave Street, London</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.istructe.org">www.istructe.org</a></td>
</tr>
<tr>
<td>Status of Relationship</td>
<td>Agreement of Co-operation – SAICE Joint Structural Division</td>
</tr>
<tr>
<td>Current Projects</td>
<td>Nil</td>
</tr>
<tr>
<td>Institution or Organization</td>
<td>Engineers Against Poverty</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Acronym</td>
<td>EAP</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Executive Director - Peter Matthews</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+ 44 20 3206 0485</td>
</tr>
<tr>
<td>Fax Number</td>
<td>+ 44 20 3206 0490</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:p.matthews@engineersagainstpoverty.org">p.matthews@engineersagainstpoverty.org</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>2nd Floor Weston House,246 High Holborn, London WC1V 7EX UK</td>
</tr>
<tr>
<td>Physical address</td>
<td>2nd Floor Weston House,246 High Holborn, London, UK</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.engineersagainstpoverty.org">www.engineersagainstpoverty.org</a></td>
</tr>
<tr>
<td>Status of Relationship</td>
<td>Agreement of co-operation</td>
</tr>
<tr>
<td>Current Projects</td>
<td>EAP is assisting with the Africa-UK Partnership program workshops</td>
</tr>
</tbody>
</table>
## APPENDIX 9 – INTERNATIONAL RELATIONSHIP – ROYAL ACADEMY OF ENGINEERING – (UNITED KINGDOM)

<table>
<thead>
<tr>
<th>Institution or Organization</th>
<th>Royal Academy of Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td>RAE</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr Hayatuun Sillem - Chief Executive</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>+ 44 20 7766 0600</td>
</tr>
<tr>
<td>Fax Number</td>
<td>+ 44 20 7930 1549</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:hayaatun.sillem@raeng.org.uk">hayaatun.sillem@raeng.org.uk</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>3 Carlton House Terrace, London, SW1Y 5DG, UK</td>
</tr>
<tr>
<td>Physical address</td>
<td>3 Carlton House Terrace, London, UK</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.raeng.org.uk">www.raeng.org.uk</a></td>
</tr>
<tr>
<td>Status of Relationship</td>
<td>Contract with SAICE regarding services for the A-UK partnership</td>
</tr>
</tbody>
</table>

**Africa-UK Partnership**

**Current Projects:**
- Workshops planned for 2011:
  - Engineering Education : Zimbabwe
  - Energy: Ghana
  - Young Professionals: Botswana
### APPENDIX 10 – INTERNATIONAL RELATIONSHIP – REGISTER OF ENGINEERS FOR DISASTER RELIEF – (UNITED KINGDOM)

<table>
<thead>
<tr>
<th>Institution or Organization</th>
<th>Register of Engineers for Disaster Relief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td>RedR</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Paul Hodge &amp; Tony Murray</td>
</tr>
<tr>
<td>Telephone Number UK</td>
<td>+44 1884 821 239</td>
</tr>
<tr>
<td></td>
<td>RSA +27 11 997 9013</td>
</tr>
<tr>
<td>Fax Number</td>
<td>+27 11 997 9001</td>
</tr>
<tr>
<td>Email</td>
<td>UK <a href="mailto:redr.internasional@redr.org">redr.internasional@redr.org</a></td>
</tr>
<tr>
<td></td>
<td>RSA <a href="mailto:info@redr.org.za">info@redr.org.za</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>RSA P.O. Box 198, Rondebosch, 7701, Cape Town</td>
</tr>
<tr>
<td>Physical address</td>
<td>UK Lower Beer, Uplowman, Tiverton EX16 7PF, UK</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.redr.org.za">www.redr.org.za</a></td>
</tr>
<tr>
<td>Current Projects</td>
<td>Negotiations initiated by RedR with SAICE to take over RSA operations of RSA Waiting for REDR RSA secretariat to submit information</td>
</tr>
</tbody>
</table>
29. Editorial

Template for preparing magazine articles
Guidelines for the preparation of papers and technical notes
SAICE Guidelines for Magazine Articles & Technical Papers for the Journal
**TEMPLATE FOR PREPARING MAGAZINE ARTICLES**  
(this is only a guide – please feel free to change or improve on this format)

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Affiliation / Designation:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
<tr>
<td>Mug shot in high resolution and colour:</td>
<td></td>
</tr>
</tbody>
</table>

### BODY OF ARTICLE

**Background:**

**Aims and objectives:**

**Project description:**

**Problems encountered and innovations:**

**Project status:**

**Conclusion:**
CONTRACTS

Editor:
Verelene de Koker
011 805 5947/8
083 378 3996
verelene@saice.org.za

Advertising Executive:
Barbara Spence
011 463 7940
082 881 3454
barbara@avenue.co.za

Editor's Assistants:
Elsabé / Lorraine
011 805 5947
elsabe@saice.org.za
lorriane@saice.org.za

VISUALS

- High-resolution photographs, graphs etc, saved separately as JPGs – at least 300 d.p.i. (photos of at least 1 MB reproduce best).
- Graphs and figures can be presented in Excel format.
- Approximate position indicated in text (e.g. Insert Figure 3/Photograph 1).
- Please supply captions for photographs, graphs and other images.

LENGTH

- 500 – 2 500 words, depending on content (may be more occasionally).
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>MAIN FEATURE/S (TECHNICAL FOCUS)</th>
<th>SUB-FEATURES (GENERAL ENGINEERING)</th>
<th>SUB-TITLE ON COVER (OFFICIAL LANGUAGE)</th>
<th>D-DATE TO EDITOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN FEB</td>
<td>International News/Projects, ICE-SA Division Information Technology SAICE 2018 President’s Profile SAICE 2018 Presidential Address</td>
<td>SAICE news (branch, YMP, international, etc) Legal, Management, Health &amp; Safety, HR Technology in Engineering</td>
<td>Sepedi</td>
<td>During December 2017 if at all possible, alternatively: Monday 8 January 2018</td>
</tr>
<tr>
<td>MAR</td>
<td>Structural Engineering SAISC Steel Awards</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: North West</td>
<td>Setswana</td>
<td>Thursday 1 February 2018</td>
</tr>
<tr>
<td>APR</td>
<td>Geotechnical Engineering</td>
<td>SAICE news (branch, YMP, international, etc) Codes and Standards</td>
<td>SiSwati</td>
<td>Thursday 1 March 2018</td>
</tr>
<tr>
<td>MAY</td>
<td>Railway, Harbour, Coastal and Marine Engineering</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: Limpopo</td>
<td>Tshivenda</td>
<td>Tuesday 3 April 2018</td>
</tr>
<tr>
<td>JUN</td>
<td>Water Engineering</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: Lowveld</td>
<td>Xitsonga</td>
<td>Wednesday 2 May 2018</td>
</tr>
<tr>
<td>JUL</td>
<td>Construction Project Management</td>
<td>SAICE news (branch, YMP, international, etc) Tertiary Institutions Regional focus: Highveld &amp; Northern Cape</td>
<td>Afrikaans</td>
<td>Friday 1 June 2018</td>
</tr>
<tr>
<td>AUG</td>
<td>Environmental Engineering, Mining, Renewable Energy, Fire Engineering</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: Western &amp; Southern Cape</td>
<td>English</td>
<td>Monday 2 July 2018</td>
</tr>
<tr>
<td>SEPT</td>
<td>Transportation, Traffic and Airport Engineering</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: Gauteng</td>
<td>IsiNdebele</td>
<td>Wednesday 1 August 2018</td>
</tr>
<tr>
<td>OCT</td>
<td>Urban / Rural / Municipal Engineering Infrastructure Delivery / Maintenance</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: Eastern Cape</td>
<td>IsiXhosa</td>
<td>Monday 27 August 2018</td>
</tr>
<tr>
<td>NOV</td>
<td>Industry Overview, Tertiary Institutions, SAICE Built Environment Network, Standards, Codes, Special Features</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: Free State</td>
<td>Sesotho</td>
<td>Tuesday 25 September 2018</td>
</tr>
<tr>
<td>DEC</td>
<td>SAICE 2016/17 Awards (finalists and winners)</td>
<td>SAICE news (branch, YMP, international, etc) Regional focus: KwaZulu-Natal</td>
<td>IsiZulu</td>
<td>Monday 22 October 2018</td>
</tr>
</tbody>
</table>

YMP = SAICE Young Members Panel

Editor: Verelene de Koker (083 378 3996) 011 805 5947 verelene@saice.org.za
Advertising: Barbara Spence (082 881 3454) 011 463 7940 barbara@avenue.co.za
Assistants: Elsabé Maree, Lorraine Mpofana 011 805 5947 elsabe@saice.org.za; lorraine@saice.org.za
GUIDELINES FOR THE PREPARATION OF PAPERS AND TECHNICAL NOTES

Authors should comply with the following guidelines when preparing papers for publication in the journal

The Journal of the South African Institution of Civil Engineering is published quarterly in March, June, September and December. Articles submitted for publication are reviewed by a panel of referees under the guidance of the SAICE Journal Editorial Panel. The journal publishes research papers covering all the disciplines of civil engineering (structural, geotechnical, railway, coastal/marine, water, construction, environmental, municipal, transportation) and associated topics that are relevant to the civil engineering profession, and that preferably have particular relevance to civil engineering in southern Africa and the African continent.

When preparing articles for publication, authors should please take note of the following and comply with the guidelines as set out:

CLASSIFICATION OF ARTICLES CONSIDERED FOR PUBLICATION

Technical papers
Technical papers are well-researched, in-depth, fully referenced technical articles not exceeding 6 000 words in length (excluding tables, illustrations and the list of references). Related papers that deal with ‘softer sciences’ (e.g. education, social upliftment, etc) are accepted if they are of a technical nature and of particular interest to the civil engineering profession. The latter type of paper will be subject not only to peer-review by civil engineers, but also to review by non-engineering specialists in the field covered by the paper.

Technical notes
Technical notes are short, fully referenced technical articles that do not exceed 2 000 words. A typical technical note will have limited scope often dealing with a single technical issue of particular importance to civil engineering.

Review papers
Review papers are considered for publication as either technical papers or technical notes on condition that they are the original work of the author and will assist the reader with the understanding, interpreting or applying of the subject under review. A review paper must contain criteria by which the work under review was evaluated, and contribute by synthesising the information and drawing new conclusions from the dissemination of the previously published work.

Discussion
Discussion on published articles is welcomed up to six months after publication. The length of discussion contributions is limited to 1 500 words. Where appropriate, discussion contributions will be subject to the normal reviewing process and will be forwarded to the authors of the original article for reply.

POLICY REGARDING LANGUAGE AND ORIGINALITY OF SUBMITTED ARTICLES

Language
Manuscripts should preferably be presented in English, as the journal is distributed internationally. Articles submitted in any of the other official South African languages should be accompanied by an expanded abstract in English.
Original work

Papers and technical notes must be original contributions. Authors must affirm that submitted material has not been published previously, is not under consideration for publication elsewhere and will not be submitted elsewhere while under consideration by the SAICE Journal Editorial Panel. It is the responsibility of the authors to ensure that publication of any paper in the journal will not constitute a breach of any agreement or the transgression of any law. The corresponding author should confirm that all co-authors have read and approved the manuscript and accept these conditions. Authors are responsible for obtaining permission to publish experimental data and other information that may be confidential or sensitive. Authors are also responsible for obtaining permission from copyright owners when reproducing material that had been published elsewhere. Proof of such permission must be supplied.

SUBMISSION PROCEDURES AND REQUIRED FORMAT

Online submission

Manuscripts must be uploaded as PDF files. Individual file sizes may not exceed 4 MB. Should you experience problems uploading your paper, please contact the editor (verelene@saice.org.za).

Format

Manuscripts should be prepared in MS Word and presented in double line spacing, single column layout with 25 mm wide margins. Line numbers must be applied to the whole document. All pages should bear the authors’ names and be numbered at the bottom of the page. With the exception of tables and figures (see below) the document should be typed in Times New Roman 12 pt font. Contributions should be accompanied by an abstract of not more than 200 words.

First page

The first page of the manuscript should include the title of the paper, the number of words of the main text (i.e. excluding figures, tables and the list of references), the initials and surnames of the authors, professional status (if applicable), SAICE affiliation (Member, Fellow, Visitor, etc), telephone numbers (landline and mobile), and e-mail and postal addresses. The name of the corresponding author should be underlined. Five keywords should be suggested.

Figures, tables, photos and illustrations

These should preferably be submitted in colour, as the journal is a full-colour publication. Their positions should be clearly marked in the text as follows: [Insert Figure 1]

Figures, tables, photos, illustrations and equations should be numbered consecutively and should appear in the text directly after they have been referred to for the first time.

Illustrations must be accompanied by appropriate captions. Captions for tables should appear above the table. All other captions should appear below the illustration (figures, graphs, photos).

Only those figures and photographs essential to the understanding of the text should be included. All illustrations should be referred to in the text.

Figures should be produced using computer graphics. Hand-drafted figures will not be accepted. Lettering on figures should be equivalent to a Times New Roman 9 pt font or slightly larger (up to 12 pt) if desired. Lettering smaller than 9 pt is not acceptable.

Tables should be typed in Times New Roman 9 pt font. They should not duplicate information already given in the text, nor contain material that would be better presented graphically. Tabular matter should be as simple as possible, with brief column headings and a minimum number of columns.

Mathematical expressions and presentation of symbols

Equations should be presented in a clear form which can easily be read by non-mathematicians. Each equation should appear on a separate line and should be numbered consecutively.
Symbols should preferably reflect those used in Microsoft Word Equation Editor or Mathtype, or should be typed using the Times New Roman symbol set. Variables in equations (x, y, z, etc, as well as lower case Greek letters) should be presented in italics. Numbers (digits), upper case Greek letters, symbols of metric measurement units (m for metres, s for seconds, etc) and mathematical/trigonometrical functions (such as sin, cos and tan) are not written in italics, but in upright type (Roman). Variables and symbols used in the body of the text should match the format used in the equations, i.e. upright or italics, whichever is applicable.

Metric measurement abbreviations/units should conform to international usage – the SI system of units should be used.

Decimal commas may be used, but decimal points are preferred.

Symbols should preferably be defined in the text, but if this is not feasible, a list of notations may be provided for inclusion at the end of the paper.

**Headings**

Sections and paragraphs should not be numbered. The following hierarchy of headings should be followed:

```
HEADING OF MAIN SECTION
Heading of subsection
Heading of sub-subsection
```

**References**

References should follow the Harvard system. The format of text citations should be as follows: "Jones (1999) discovered that …" or “recent results (Brown & Carter 1985; Green et al 1999) indicated that …”

References cited in the text should be listed in alphabetical order at the end of the paper. References by the same author should be in chronological order. The following are examples of a journal article, a book and a conference paper:


Papers published previously in the Journal of the South African Institution of Civil Engineering should be cited if applicable.

**Footnotes, trade names, acronyms, abbreviations**

These should be avoided. If acronyms are used, they should be defined when they first appear in the text. Do not use full stops after abbreviations or acronyms.

**Return of amended papers**

Papers requiring amendments will be accepted up to six months after the referee reports had been sent to authors, after which the paper will be withdrawn from the system.
FINAL ARTICLE

Copyright
On acceptance of the paper or technical note, copyright must be transferred by the author/s to the South African Institution of Civil Engineering on the form that will be provided by the Institution.

Photos of authors
The final corrected version of the paper should be accompanied by recent, high-resolution head and shoulders colour photographs and a profile not exceeding 100 words for each of the authors.

Proofs
First proofs of papers will be sent to authors in PDF format for verification before publication. No major re-writes will be allowed, only essential minor corrections.