



**YPF**

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Young Professionals Forum

# **FINAL OCTOBER 2017**

## **BUSINESS PLAN**

***Prepared by:***

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## EXECUTIVE SUMMARY

The Consulting Engineers South Africa's (CESA) Young Professionals Forum (YPF) was established in 2004, based on similar initiatives other countries affiliated with FIDIC and in direct response to the:

- Rapidly growing construction industry;
- Large age gap between experienced senior-engineers and developing junior-engineers; and
- Migration of qualified young professionals to other industries.

The purpose of the Forum is that it is to be a medium to channel views and proposed solutions to the relevant individuals and organisations as well as other role players in the industry so as to effect positive change for Young Professionals (YPs). This is subject to the provision that the views, opinions or solutions put forward are not offensive in any manner and that the good of the many, always takes precedence over the good of the few.

The following three strategic objectives support its purpose:

- Creating awareness of the engineering industry and consulting engineering as a profession;
- Promoting development of high quality professionals in the consulting engineering industry; and
- Addressing relevant issues that affect YPs.

The business plan highlights in detail how the Forum intends on accomplishing these objectives through it's:

- Strategic Objectives;
- Marketing Plan;
- Operational Plan;
- Financial Plan.

Noteworthy aspects of the plan are that:

- The Forum will be mainly funded from the contributions of its member firms, sponsors, and a budget allocated by CESA;
- It is estimated the Forum will require approximately R500 000 per annum, based on past experience, to successfully accomplish the above objectives;
- This budget will allow for an annual allocation of funds to each Branch for costs associated with events and activities.

The message and focus of the Forum is unambiguous and clear: '**Consulting Engineering must be promoted as a career of choice and major efforts must be made to continuously develop and retain Young Professionals in the industry.**'

### **Vision and Mission**

*To be an open, unbiased medium through which Young Professionals in the South African built environment and engineering industry may freely air their views, opinions and concerns, and to facilitate the formulation of potential solutions.*

### **Objectives**

*To create an awareness concerning the engineering industry and profession.*

*To promote the development of high quality professionals within the engineering industry.*

*To address relevant issues which affect Young Professionals.*

*To foster, cultivate and understand relationships with Client bodies, ECSA and recognised Voluntary Associations.*

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## LIST OF ABBREVIATIONS

AGM	: Annual General Meeting
BP	: Business Plan
CESA	: Consulting Engineers South Africa
DPW	: Department of Public Works
DoE	: Department of Education
ECSA	: Engineering Council of South Africa
Engineer	: Engineering practitioner registered with ECSA
EXCO	: Executive Committee
FIDIC	: International Federation of Consulting Engineers
IBD	: International Business Development
NC	: National Committee
RC	: Regional Committee
VA	: Voluntary Association
YP	: Young Professional
YPF	: Young Professional Forum

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## GLOSSARY OF TERMS

Graduate	Any person having completed a tertiary education in the built environment and engineering field of study.
YP	Young Professional is a beneficiary of the initiatives of the YPF, who can be defined as an engineer, technologist or technician graduate or CAD operator of any engineering and built environment tertiary institution, under the age of 35 years.
YPF	Consulting Engineers South Africa's Young Professionals Forum (CESA YPF)

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## 1. BACKGROUND

Questions are continually being raised about a shortage of engineers in South Africa, more so in the public sector – who are the main employers of consulting engineers. The main concern amongst the members of the CESA are that if South Africa's engineering capacity is not addressed, it will not keep pace with the expected economic growth and infrastructure demands of the country.

In addition, many YPs are seeking employment in other industries and abroad due to dissatisfaction in their jobs and/or employers. Typically, this can be attributed to lack of proper mentorship, unmet salary expectations, corruption, inefficient public sector (main employers of consulting engineers) and the current unattractive image of the engineering industry.

The challenge of developing and delivering skilled YP's has been taken on by CESA and its member firms who have committed to investing time and money to prepare YP's to fill the identified skills gap, retain young engineers and address the issues of economic and gender transformation within the industry.

In 2004, CESA, with the support of its member firms, established the YPF in 2004, 'Young Engineer of the Year Award', which was followed by the 'Mentor of the Year' and 'Mentoring Company of the Year', to further promote engineering excellence and the development of YPs.

In 2007, CESA established a Job Shadow Initiative, themed – 'A Day in the Life of a Consulting Engineer', to further entice school learners to the engineering sector. In order to encourage more member firms to participate a poster competition depicting the job shadow experience was established, with winners announced at the 'CESA Aon Engineering Awards Gala Dinner'.

In 2013, CESA established a Young Professionals Conference, which was named the 'Young Professionals Sustainability Imbizo', to enable YPs to dialogue best practice and positively influence the built environment professions and engineering sector.

The CESA YPF consists of YPs who are passionate about the engineering industry and are interested in ensuring the sustainability and promotion of the engineering and built environment professions.

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## 2. STRATEGIC OBJECTIVES

### 2.1. Introduction

To accomplish the Forum's vision and mission requires the accomplishment of the following strategic objectives:

- Creating awareness of the engineering industry and consulting engineering as a profession;
- Promoting development of high quality professionals in the consulting engineering industry; and
- Addressing relevant issues that affect YPs.

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### 2.2. Industry awareness

In an effort to attain the objective of establishing public awareness of the engineering industry, the Forum plans will include the following:

- development and updating of the Forum website, and social media accounts;
- the annual Job Shadow Initiative;
- promoting engineering to learners.

### 2.3. The Forum's communication mediums

The Forum will be actively involved in:

- disseminating information relevant to YP's and personal development through the Forum website, social media accounts and email;

### 2.4. Job Shadow Initiative - *"A day in the life of a consulting engineer"*

The Forum will be actively involved in:

- motivating and/or promoting the annual Job Shadow Initiative; and
- allocating appropriate resources to participate in the planning and executing of such campaign annually.

### 2.5. Promoting Engineering to learners

The Forum will be actively involved in:

**2.5.1.** general activities to promote Engineering including initiatives such as Engineering Week, Youth in Construction Week and talks and activities with learners at primary school, high school and tertiary level.

**2.5.2.** annual visits to schools and tertiary institutions in order to:

- 2.5.2.1. present engineering as a profession of choice to school learners; and
- 2.5.2.2. allow future graduates, at tertiary level, the opportunity to:
  - join the YPF; and
  - discuss the reality of the engineering industry.



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## **2.6. Capacity building**

In an effort to attain the objective of developing YPs, the Forum will:

- establish and maintain regional committees;
- maintain the national YPs database;
- facilitate quarterly provincial interactive meetings; and
- seek improvement in existing mentorship initiatives.

## **2.7. Regional committees (Branches)**

In an effort to attain the objectives of the Forum on a regional level, Regional Committee's (RC's) will be required to promote the development of high quality professionals in the engineering industry. The YPF mimic the CESA Branches that are established in the following regions:

- Eastern Cape – Border Kei
- Eastern Cape – Port Elizabeth
- Free State
- Gauteng North
- Gauteng South
- KwaZulu-Natal
- Limpopo
- Mpumalanga
- North West
- Northern Cape
- Southern Cape
- Western Cape

## **2.8. National YPs database**

In order to effectively understand and address the greater needs and wants of the YPs, the Forum will require an accurate determination of who they are, where they are located and how they can be contacted. Thus the Forum will establish a national database of its members that will be used to communicate to the YP's and provide statistical data of the YP's in the engineering industry.

A more detailed description of the content to be provided in the national database is contained in **Annexure C**.

### **2.9. Branch interactive quarterly meetings**

In an effort to promote YP continuous development and provide networking opportunities, the CESA YPF will facilitate Branch interactive meetings at least four times a year. The objective/s of such meetings will be to:

- assist YPs with attaining professional and personal goals for continued development;
- present and discuss current and future industry trends as well as new technology developments; and
- network with other YPs.

In addition to the arrangement and facilitation of annual general meetings, the Forum will notify members via newsletters, website, social media and email of interesting upcoming industry conferences arranged by the Forum and other VAs.

### **2.10. Mentorship**

The YP identified mentorship, to meet ECSA registration requirements and personal growth goals, as an important concern for the majority of YPs. In an effort to assist with mentorship, the YPF has assisted with the creation of two new categories at the annual CESA Awards: Mentor of the Year and Mentoring Company of the Year. Additional to this the YPF will continue looking into the following:

- a) continued advocacy on the subject;
- b) assisting with the administration of mentorship programmes by YP's within their engineering companies of employment; and
- c) promoting the CESA School of Consulting Engineers by offering courses such as the "Road to Registration" Course.

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### **2.11. Retention of Young Professionals**

As indicated in **Section 1** there is currently a shortage of skilled engineers in South Africa. The retention of YPs is therefore seen as a priority concern for the Forum, which can be broadly addressed through the following actions:

- addressing the age gap;
- providing fair remuneration; and
- enhancing the image of the industry.
- Supporting moves to address corruption and to appoint suitably qualified staff in the public sector
- Raise awareness of the need for quality in the award of tenders

### **2.12. Age gap**

The age gap in the civil engineering profession is a well-known problem that is regularly highlighted in engineering related media.

While there is very little that can be done to fill the current gap immediately, the ongoing or further increase in the gap can be actively prevented. The Forum will actively explore the following avenues:

- improved recognition of the engineering industry's contribution to the South African economy (also see industry awareness section); and
- sustainable professional development (also see capacity building section) of YPs.
- Pipeline of YP's, raising awareness at schools and universities, mentorship, in-service training, voluntary...

### **2.13. Fair remuneration**

The migration of YPs for perceived greener pastures such as the law and finance industries further compounds the current age-gap crisis. Avenues that will be explored by the Forum include improving the status and recognition the engineering industry receives from the public and its clientele (see industry awareness section) that will pave the way for revised fee structures by engineering companies.

### **2.14. Image of the industry**

Society does not afford consulting engineering the status it deserves. The work done by engineers is often over looked by the general public. Without the proper recognition, engineers are being placed under increasing pressure by its clientele to complete projects at lower fees and in a shorter time span.

To improve the recognition that is afforded to engineers, the industry should be looking to actively advertise itself (see the industry awareness section) and proactively protect the profession.

### **2.15. Excellence awards**

Recognition of individual accomplishments of YPs is currently through the annual election of the CESA 'Young Engineer of the Year'. The YPs are nominated by their own companies, and the competition is adjudicated by the sponsor of the prize and CESA.

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### **3. MARKETING PLAN**

#### **3.1. Introduction**

In an effort to attain the objective of creating awareness of the YPF in the construction industry, and with the aim of ensuring a golden thread in all public Forum communications, the Forum will carry out the following:

- market the Forum identity and branding;
- develop marketing material;
- maintain marketing aspects of the Forum's website; and
- advertise the brand at all events.

Some of the means used to create YP awareness will be:

- the Forum's website;
- banners and T-shirts;
- CESA YPs Sustainability Imbizo;
- promotion at all CESA events;
- YPF national and Branch newsletters;
- social media
- CESA and other engineering publications;
- communication to schools and tertiary institutions;
- exhibitions and career expos.

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#### **3.2. Target audience**

The target audience will be all school level learners, tertiary students, and young engineers, technologists, and technicians (currently practicing as YPs, working for client-bodies, employed by contractors or who have migrated to other industries), employers, clients and government.

The table below summarises the Forum target audience, key messages and medium of choice.

**Table 3.2: Target audience, messages and medium**

Target audience	Key messages	Medium
Youth – Pre-graduates	<ul style="list-style-type: none"> <li>Engineering is a profession of choice and great personal reward.</li> <li>Pure Mathematics and Physical Science are basic requirements for university entrance.</li> <li>Consulting engineering offers a diversity of work situations in a number of different fields or disciplines.</li> <li>The Forum is a good source of information that will help understand what being a YP entails.</li> </ul>	<ul style="list-style-type: none"> <li>Forum website.</li> <li>School visits</li> <li>Tertiary institution visits.</li> <li>Mentorship programmes.</li> <li>Career guidance exhibitions at tertiary institutions and events.</li> <li>Participation in the Engenius program</li> <li>CESA Annual Relay.</li> </ul>
Target audience	Key messages	Medium
YPs – graduates to sub 35 years	The Forum: <ul style="list-style-type: none"> <li>is an ideal resource for YPs to be informed on industry issues.</li> <li>is a source of information on the role of CESA, in the Engineering industry.</li> <li>is an opportunity for aspiring YPs to become involved in the business of CESA.</li> <li>with the assistance and input of YPs, aims to identify ways in which YPs can be fast tracked and developed.</li> <li>promotes the development of leadership skills.</li> <li>aims to establish initiatives that will make a career in engineering attractive for YPs.</li> </ul>	<ul style="list-style-type: none"> <li>CESA Website</li> <li>CE-news.</li> <li>CE-track</li> <li>Networking events, both the Forum only and broader industry networking.</li> <li>Seminars / workshops in conjunction with CESA.</li> <li>Conferences / AGM.</li> <li>Guest speaker events.</li> <li>CESA Aon Engineering Excellence awards.</li> <li>Site visits</li> </ul>
Client bodies / Member firms / CESA/ other industry associations	The Forum: <ul style="list-style-type: none"> <li>will endeavour to add value to the industry.</li> <li>will consult with clients, government and CESA member firms, on industry issues affecting the future of the industry and YPS.</li> <li>fosters liaison with Clients in the public sector.</li> <li>can foster innovative thinking and inform solutions to industry problems.</li> </ul>	<ul style="list-style-type: none"> <li>Publicity – trade publications.</li> <li>CE-track &amp; CE-news.</li> <li>Events.</li> <li>Conferences / AGM.</li> <li>CESA Aon Engineering Excellence Awards.</li> <li>Attendance at CESA Branch meetings.</li> <li>Involvement at CESA Branch level.</li> <li>Involvement at CESA committee level and council.</li> </ul>

Government departments	The Forum: <ul style="list-style-type: none"> <li>will highlight the importance of bridging the gap between the construction industry and the 'Department of Basic Education' and 'Department of Higher Education &amp; Training' by consulting with them on school initiatives.</li> <li>will facilitate collaboration between the consulting engineering sector and other departments/institutions including DPW and DWS, ECSA, CBE, CIDB.</li> <li>will highlight the importance of mathematics and physical science for tertiary institutions entry requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Established volunteer programmes.</li> <li>Mentoring – big brother / big sister programmes, Saturday school programmes, tutoring programmes.</li> </ul>
Media	The Forum can make important contributions in terms of the sustainable development of the engineering industry.	<ul style="list-style-type: none"> <li>Press releases.</li> <li>Events.</li> <li>Interviews.</li> <li>Papers &amp; presentations</li> <li>Social Media</li> <li>Guest Appearances.</li> </ul>

### 3.3. Industry

The Forum primarily focuses on the consulting engineering industry: the engineering sector, client-bodies and contractors. However, the Forum will undertake active marketing in other industries for which YPs have left the engineering industry in an effort to win them back.

### 3.4. Competition

It is not the intention of the Forum to compete with any existing organisations, but rather fill an industry gap, communicate with and represent the South African YPs. However, it is considered that competition for the employment of the YPs will include the following competitors:

- Travel and tourism industry;
- IT Sector;
- Management Consultants;
- Banking and financial sectors;
- Law sector.

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## 4. OPERATIONAL PLAN

### 4.1. Introduction

This section outlines the operational structure & operational functioning and action plans of the YPF through:

- organisational structure;
- resources;
- CESA Constitution and Code of Conduct;

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### 4.2. Organisational structure

The YPF consists of an Executive Committee (EXCO), National Committee (NC), Regional Committees (RCs) and the YPs (members). The aim of these committees is to ensure that the objectives of the YPF are implemented. Each committee may identify additional roles and/ or sub-committees as and when required.

#### 4.2.1. Executive Committee (EXCO):

The functions of the EXCO are to:

- provide a direct link to CESA and the various national committees that operate under it;
- establish and coordinate the NC;
- provide representation on the CESA Council and Board (Chairperson);
- provide representation on the FIDIC-YPF and GAMA-YPF steering committees (previous Chairperson or vice Chairperson and/or 'Young Engineer of the Year' – refer to Annexure A);

#### 4.2.2. National committee (NC):

The functions of the NC are to:

- Collaborate with EXCO & implement YPF's ideas and plans
- report progress and development to EXCO in the NC meeting
- provide a direct link to CESA and the various regional committees that operate under it;
- establish and coordinate the RCs;
- compile and distribute a quarterly newsletter;
- establish and maintain a YP database (**Annexure C**); and
- consolidate and communicate the views, opinions and concerns of YP's to the relevant parties.

**4.2.3. Regional committee (RC):**

The functions of the RCs are to:

- Collaborate with the NC & implement YPF's ideas and plans
- report progress and development to NC
- encourage YPs to be members of the YPF;
- report back to the national Chairperson on RC events;
- compile and distribute a quarterly Branch newsletter;
- assist with material for the national quarterly newsletter;
- act as a medium through which YP's are able to voice their views, opinions and concerns; and
- provide representation on the NC.



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#### **4.3. Resources**

##### **4.3.1. Human**

The Forum will primarily rely on the voluntary services of YP's from member firms. All committees are required to appoint individuals (preferably YPs) to serve in the following roles:

##### **4.3.1.1. Executive Roles**

- Chairperson;
- Vice Chairperson,
- Treasurer and
- Secretary

Refer to **Annexure A** for the responsibilities of each executive role member

##### **4.3.2. Facilities and equipment**

The Forum relies primarily on CESA facilities and equipment and, where required and available, on the facilities and equipment of CESA member firms.

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#### **4.4. YPF Code of Conduct**

YP's and YPF committee members will adhere to the prevailing CESA Code of Conduct.

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#### **4.5. Term**

The YPF term of office runs from September to August of the following year. EXCO, NC and RC members may serve a one-term or two-terms as per CESA Constitution. Every two years the NC committee meets on the day preceding the 'CESA Aon Engineering Excellence Awards' during the YP Sustainability Imbizo, where elections and changeovers are formalised.

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## 5. FINANCIAL PLAN

### 5.1. Introduction

The YPF exists on funds provided through sponsorship or donations from CESA / membership firms and service providers or suppliers in the industry. Such funds are secured by the YPF and CESA but received by CESA, invoiced by CESA and deposited into the bank account of CESA.

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### 5.2. Income

The Forum is a non-profit organisation that relies on sponsorship support from companies and organisations that understand the importance of developing YPs for the future of the South African economy and engineering industry. The following Annual Sponsorship Structure has been established:

- **Gold sponsor: R20 000.00 (excl VAT)**

Official sponsor status:

- Company logo & name displayed at the Sponsor's webpage <http://www.cesa.co.za/node/61>;
- Company logo on printed and electronic material of CESA YPF; (profile, newsletters, invitation to events, power point slides, etc.)
- Distribution of Sponsor branded pamphlets/business cards at selected events;
- Sponsor banners displayed at events co-hosted by CESA YPF and Sponsor ;
- Opportunity to make a short presentation at a function(s) co-hosted by CESA YPF and Sponsor (20 min);
- Opportunity to invite young professionals to seminars or functions
- Acknowledgement as sponsor on social media (Facebook, Twitter and LinkedIn)

- **Silver sponsorship: R10 000.00**

Official sponsor status:

- Company abbreviated name displayed at the Sponsor's webpage <http://www.cesa.co.za/node/61>;
- Company logo on printed and electronic material of CESA YPF; (profile, newsletters, invitation to events, power point slides, etc.)
- Distribution of Sponsor branded pamphlets/business cards at selected events;
- Sponsor banners displayed at events co-hosted by CESA YPF and Sponsor ;
- Opportunity to make a short presentation at a function(s) co-hosted by CESA YPF and Sponsor (20 min);

- **Bronze sponsorship: R5 000.00**

Official sponsor status:

- Company logo & name displayed at the Sponsor's webpage <http://www.cesa.co.za/node/61>;
- Company logo on printed and electronic material of CESA YPF; (profile, newsletters, invitation to events, power point slides, etc.)
- Distribution of Sponsor branded pamphlets/business cards at selected events;

### 5.3. Branch Allocations

The allocation of the budget is suggested as follows due to the activities of each Branch:

R10 000 for the following Metro Branches: Gauteng (North and South), Western Cape & Kwa-Zulu Natal and R5000 for the following Branches: Free State, Limpopo, North West, Northern Cape, Mpumalanga, Southern Cape, Border Kei and Port Elizabeth

TOTAL: R80 000

Additional funds can be made available for each Branches on request.

Further, it is expected that the YPF will generate an income of approximately R500 000.00 annually through the Annual Sponsorships, Branch Sponsorships and Young Professionals Sustainability Imbizo Sponsorships.

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### 5.4. Operating costs

#### 5.4.1. People Costs

Salaries, unemployment insurance, pension fund contributions, medical aid contribution, secretarial services and bonuses are not applicable as all human resources of the Forum are provided on a voluntary basis. Additionally, as funds are primarily managed and audited by CESA.

#### 5.4.2. Interest on loans

CESA has undertaken to supply any additional funding required during the financial year, should the Forum experience a deficit subject to the formal CESA approval processes. The Forum does therefore not intend borrowing any funds from financial institutions, but will not exceed its available budget or reserves.

#### 5.4.3. Bank charges

Bank charges on any of the Forum's monies are anticipated to be nominal and to be borne by CESA, as the Forum will not receive any interest on such monies from CESA.

#### 5.4.4. Administration

- Postage, telephone and faxes, stationery, printing and local taxes are effectively borne by the resource's (national committee member's) company. This is why CESA member firms are the primary source of national committee members, as such firms have committed to objectives of the Forum.
- Trade licences are not applicable, as the Forum will operate under the auspices of the CESA.
- Legal expenses are not anticipated, but will be borne by the CESA should the need arise, subject to the formal CESA approval processes.

#### 5.4.5. Annual planned activities cost

To perform the planned annual Forum activities the required estimated costs are as per the typical budget contained in **Annexure D**.

#### 5.4.6. Sundry Costs

Although the YP committees (and supporting members) are not paid salaries for performing the duties of the Forum, currently their travelling costs are reimbursable. See Annexure D for the proposed budget.

# ANNEXURES

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## 6. ANNEXURE A: CESA YPF CONSTITUTION

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### 6.1. CESA YPF Governing Body

CESA YPF is governed by the CESA constitution and code of conduct. All CESA YPF members shall abide by these. Participation on committees is limited to YPs from CESA member firms only.

### 6.2. Committees

#### 6.2.1. Executive Committee

CESA YPF have established a CESA YPF Executive Committee (EXCO) consisting of:

- 1 X Chairperson, elected for a 2-year term by the CESA YPF NC;
- 1 X vice Chairperson, elected for a 2-year term by the CESA YPF NC and who will succeed the Chairperson;
- 1 X Immediate past Chairperson (succeeded by the presiding Chairperson, to serve a 1-year term)
- 1 X Treasurer, elected for a 2-year period by the CESA YPF NC;
- 1 X 'Young Engineer of the Year', award winner of the CESA Aon Awards elected for a year; and
- 1 X Secretary, elected for a 2-year period by the CESA YPF NC
- 1 X CESA Official, CESA representation.
- Max 1 X additional members from CESA YPF NC if required by the elected EXCO

#### 6.2.2. National Committee

CESA YPF have established a CESA YPF National Committee (NC) consisting of:

- CESA YPF EXCO;
- RC Branch Chairperson (1 per Branch), elected for a 1-year or 2-year period by the respective CESA YPF RC or Branch members;

The CESA YPF NC:

a) **Chairperson** will:

- report to the NC
  - be a member of CESA Council and Board;
  - report back to Council on all YP related matters;
  - be responsible for the establishment and maintenance of regional Branches throughout the SA;
  - assist CESA and NC with YP related matters;
  - act as a CESA YPF representative on the FIDIC-YPF Steering committee.
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- adjudication of YP related competitions;
  - assist and coordinate the RCs in YP matters;
  - review Business Plan at commencement of his/her tenure; and
  - arrange and chair all the National Meetings.
  - arrange and chair the AGM
  - may provide representation on the FIDIC-YPF and GAMA YPF steering committees
  - may attend the FIDIC and/or FIDIC-GAMA conference
- b) **Vice Chairperson**; whose tasks include:
- assist the Chairperson in his/her duties;
  - prepare and monitor budgets
  - represent EXCO on the CESA Finance and Human Resource Committee
  - approve all payments, receipts and reimbursements to YPs provided by the Treasurer;
  - the collation and publication of the newsletter; and
  - keeping the YPF website updated.
- c) **Treasurer**: The Treasurer will:
- report quarterly on financial status to the all CESA YPF Branches;
  - carry out all payments, once approved by the vice Chairperson, via CESA to service providers in terms of the available budget;
  - facilitate re-imbursements to YPs, once approved by the vice Chairperson, via the CESA YPF RC Chairperson and Treasurer, for the execution of Forum activities.
  - carry out invoicing and receipt of payments from sponsors, in collaboration with the designated CESA Official/s.
- d) **Secretary**:
- The Secretary will:
- assist Chairperson and vice Chairperson in his/her duties;
  - prepare and distribute minutes of National and Executive Committee meetings;
  - arrange logistics of National and Executive Committee meetings, including invites, list of attendees and conference call arrangements.
  - be responsible for co-ordinating the national CESA YPF events;

e) **Members of EXCO:**

The Members of EXCO will:

- attend the quarterly meetings
- attend the AGM
- participate in the nomination and election of successive CESA YPF vice Chairperson, on a one-man one-vote basis at every biennial AGM; members of EXCO shall not be represented by proxy.

f) **RC Branch Chairperson will:**

- attend the quarterly NC meetings, if a Branch Chairperson is unable to attend a meeting they shall send representation to the meeting in the form of their vice Chairperson or other Branch member.
- attend the AGM, if a Branch Chairperson is unable to attend the AGM they shall send representation to the meeting in the form of their vice Chairperson.
- participate in the nomination and election of successive CESA YPF vice Chairperson and EXCO members, on a one-man one-vote basis at every annual or biennial AGM; RC Branch Chairperson may be represented by proxy in the form of their RC vice Chairperson or member of EXCO. Proxy representation shall be communicated to the NC Chairperson prior to or at the AGM. No proxy representative shall hold more than one (1) proxy vote. In the instance where a Branch has not been represented, their vote shall be deemed null and void.
- take directive from YPs, through regional representation;
- take directive from the CESA council;
- allow for alliance with FIDIC and GAMA
- establish subsequent year's YPF objectives in consultation with the RCs and CESA, based on issues identified during present year; and

g) **Young Engineer of the Year will:**

- be an active serving member of the YPF NC for the year of their term;
- may provide representation on the FIDIC-YPF and GAMA YPF Steering Committees
- may attend the annual FIDIC and/or GAMA conference;

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### **6.2.3. Regional Committee**

CESA YPF will establish a regional representation to ensure objectives are implemented per region. A regional Branch Chairperson elected by the regional YPs and will head the Regional Committee (RC). The RC will:

- be elected for a 2-year period;
- take directive from CESA YP NC;
- report to National Chairperson quarterly on all YP events;
- facilitate the nomination and election of successive CESA YPF RC members, on a one-man one-vote basis by the regional YPs; Proxy voting shall not be permitted.
- establish sub-committees (if required) to fulfil annual YPF objectives;
- review and approve all activities of the sub-committees;
- ensure successful implementation of the annual YPF objectives;
- liaise with YPs face-to-face; and
- meet as deemed necessary to meet deliverables, but minimally 4-times annually.
- provide material for the national newsletter;
- provide quarterly financial reports to CESA YPF treasurer;
- may attend the annual face-to face meeting and annual Engineering Excellence Awards;
- partner with Branch Chair.

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### **6.3. Administrative support**

The CESA YPF will be administratively assisted by CESA, with regard to:

- invoicing and receipt of payments from sponsors;
- payments to services providers;
- arranging for printing and distribution of marketing materials; and
- arranging of website development and updating.

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### **6.4. YP membership termination**

#### **6.4.1. Procedure on termination**

##### **6.4.1.1. Termination by CESA YPF NC**

If the CESA YPF NC wishes to terminate the participation of a YP in the activities of the CESA YPF, they will notify the YP and the CESA YPF RC giving details of the reason. Should the YP be a member of an active committee he/she will be given reasonable notice to allow for sufficient time for another member to take over his/her duties. Should a replacement not be readily available, the NC executive committee will be required to identify and nominate a suitable replacement.



#### **6.4.1.2. Termination by CESA YPF RC**

If the CESA YPF RC wishes to terminate the participation of a YP in the activities of the CESA YPF, they will notify the YP and the CESA YPF NC giving details of the reason. Should the YP be a member of an active committee he/she will be given reasonable notice to allow for sufficient time for another member to take over his/her duties. Should a replacement not be readily available, the outgoing member will be required to locate and nominate a suitable replacement.

#### **6.4.1.3. Termination by a CESA YP**

If a YP wishes to terminate his/her participation in the activities of the CESA YPF, s/he will notify his/her RC giving details of the reason. Should the YP be a member of an active committee he/she will give reasonable notice to the RC and allow for sufficient time for another member to take over his/her duties. The CESA YPF RC will accordingly notify the CESA YPF NC.

#### **6.4.1.4. Reasons for terminations by CESA YPF**

The following will constitute sufficient reasons to terminate the service of a YP, on any CESA YPF committee:

- substantially hindered the activities of the CESA YPF;
- failed to comply with the CESA and ECSA Code of Conduct;
- upon termination of YP employment in a CESA member firm (applies to ; and
- other reasons deemed reasonable by the CESA YPF NC and RC.

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### **6.5. Quality management**

As a Forum under the auspices of CESA, the CESA YPF will implement the CESA quality management systems.

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## **7. ANNEXURE B: INDUSTRY AWARENESS**

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### **7.1. CESA YPF Website**

#### **7.1.1. Content of the website**

The CESA YPF website will contain the following:

- a) YPF vision, mission and objectives;
- b) YPF business plan;
- c) EXCO, NC and RC committee contact details;
- d) Pictures and synopsis of CESA YPF activities and accomplishments:
  - professionally registered YPs;
  - promotions;
  - CESA YPF quarterly interactive meetings and registration details;
  - schools and tertiary institutions involved in CESA YPF industry awareness initiatives;
  - 'YP of year' nominees, with short synopsis;
  - 'YP of the year'; and
  - pictures of the events held.
- e) CESA YPF member database registration link;
- f) 'YP of the year' requirements and entry forms;
- g) Link/s to associated websites; i.e. ECSA, in particular to professional registration details and forms;
- h) Sponsor logos, contact details and website links;
- i) Newsletter; and
- j) Number of visitors to website (may be made available on request).

#### **7.1.2. Purpose of website**

The website will be used to:

- inform the engineering industry and public of the role and activities of the YPF;
- facilitate the registration of YPs; and
- publicise the accomplishments of YPs.

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## **7.2. Communications to schools and tertiary institutions**

### **7.2.1. School initiatives**

#### **7.2.1.1 Content of school communications**

The CESA YPF will assist ECSA with the development of a communications package that will either be given to school guidance teachers or presented to school learners by YPs. Essentially such a communications package will:

- a) be tailored for schools of different regions, i.e. media of communication and language, to ensure maximum effectiveness;
- b) contain:
  - an indication of the various disciplines in the engineering industries;
  - duties and responsibilities of the engineer; and
  - past and current projects implemented by the South African engineers.

#### **7.2.1.2 Purpose school communications**

The communications initiative will be used to introduce the engineering industry as a profession of choice for school learners.

### **7.2.2 Tertiary institution communications**

#### **7.2.2.1 Content of tertiary institution communications**

The CESA YPF will develop a communications package that will either be given to the built environment departments or similar tertiary institutions or presented to tertiary learners by YPs, with a Consulting Engineering focus. Essentially such communications package will:

- a) be tailored for institutions (universities and universities of technology), and possibly by region, to ensure maximum effectiveness; and
- b) contain:
  - an indication of the various disciplines in the engineering industries;
  - duties and responsibilities of the engineer;
  - status of the South African consulting engineering industry;
  - past and current projects implemented by the South African engineers; and
  - role and responsibility of CESA and the CESA YPF.

#### **7.2.2.2 Purpose tertiary institution communications**

The communications initiative will be used to assist with the preparation of engineering graduates with regard to the reality of the engineering industry and to introduce the CESA YPF to such graduates.

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## **8. ANNEXURE C: CAPACITY BUILDING**

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### **8.1. CESA YPF national database**

#### **8.1.1. Content of the database**

The database will include the following information:

- a) member name and surname;
- b) age;
- c) gender;
- d) contact details;
- e) qualifications (engineer, technician and technology);
- f) ECSA registration status (candidate or professional or submitted professional registration applications);
- g) employer details;

#### **8.1.2. Purpose of database**

The database will be used to communicate to the YP's and provide statistical data of the YP's in the engineering industry. The database will not be distributed to anyone outside of the YPF or any company not affiliated with CESA.

## 9. ANNEXURE D: TYPICAL BUDGET

<b>CESA YOUNG PROFESSIONAL'S FORUM</b>	<b>2017/2018 PROPOSED BUDGET</b>
<b>Preliminary Budget 03/2017 to 02/2018</b>	
<b>INCOME</b>	
Income from Imbizo	R 270 000.00
Income from Sponsorships National	R 150 000.00
Income from Branches	R 60 000.00
<b>TOTAL INCOME</b>	<b>R 480 000.00</b>
<b>EXPENSES</b>	
Youth in Construction & Exhibition	R 5 000.00
FIDIC and/or FIDIC GAMA Conferences	R 131 000.00
CESA Infrastructure Indaba 2017	R -
Imbizo Event Costs including CESA Aon Awards & National committee YP Costs (travelling & accommodation)	R 240 000.00
<i>Women's Day Event</i>	<i>R 10 000.00</i>
<u>Branch Allocations/Expenses</u>	
YPF Eastern Cape (Port Elizabeth & Border Kei)	R 10 000.00
YPF Free State, Limpopo, North West, Northern Cape, Mpumalanga	R 25 000.00
YPF Gauteng North & South	R 20 000.00
YPF KwaZulu-Natal	R 10 000.00
YPF Western Cape	R 10 000.00
<i>Marketing, branding, PR &amp; events</i>	<i>R 5 000.00</i>
<i>Community Projects*</i>	<i>R 5 000.00</i>
<i>YP National committee costs</i>	<i>R 5 000.00</i>
<b>TOTAL EXPENSES</b>	<b>R 476 000.00</b>
<b>TOTAL NETT PROFIT / LOSS</b>	<b>R 4 000.00</b>