



THE CESA MEMBER FRAMEWORK (CMF)

Compiled by the CESA Quality Risk and Sustainability Committee

Version 6

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The image is a vertical split-page layout. The left half shows an aerial view of a wastewater treatment plant at dusk or dawn, with a dark blue sky and silhouetted hills in the background. The right half shows the same plant during the day, with clear skies and green hills. The plant features several large circular aeration tanks, rectangular clarifiers, and various industrial buildings and pipes. The text 'I. INTRODUCTION' is overlaid on the left side, and a paragraph of text is below it.

I. INTRODUCTION

The CESA Board mandated the Quality, Risk and Sustainability Committee (QRSC) in 2017 to develop a membership framework and an “accreditation” protocol for Members, underpinned by products, services and a support programme, subsequently termed the ‘CMF’ (CESA Member Framework).

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2.CESA —

2.1 The CESA Promise

CESA requires Member Firms to:

- Implement and continually improve three mandatory management systems based on the FIDIC Management System guidelines namely Quality Management System (QMS), Project Sustainability Management System (PSM) and FIDIC Integrity Management Systems (FIMS).
- Adhere to the CESA Code of Conduct and be aware of the CESA disciplinary procedure, in the case of breach of conduct.
- Offer a commitment to continuous education and to the upliftment of their staff and the communities they serve. Many firms have empowerment programmes, contribute to bursary schemes, and provide Enterprise Development Initiatives within the industry. They assist professionals and construction companies to grow.
- Adhere to the Construction Industry Sector Charter as gazetted in terms of Section 9 of Broad Based Black Economic Empowerment Act 53 of 2003 (BBBEE) , which supports transformation and is the basis on which public sector procurement takes place.
- Carry the required level of Professional Indemnity Insurance, which provides clients with financial recourse in the event of non-performance, insufficient design, failure, or neglect caused by the member firm.

2.2 Overview

Consulting Engineers South Africa (CESA) is a voluntary association of Consulting Engineering firms with a member base across the country totalling in excess of 600 companies. CESA is largely the custodian of the well-being of the industry supported by member firms who employ approximately 17 000 people. CESA members are required to subscribe to upholding the integrity of the industry by adhering to a professional code of ethics and providing quality and cost-effective professional consulting engineering services. The organisation serves as a channel for Clients and member firms to address industry concerns while at the same time providing a platform for the sharing of information with the aim of optimizing the planning and delivery of infrastructure projects both in the public and private sector.

2.3 Mission Statement

CESA is committed to the promotion of excellence in the consulting engineering industry on behalf of members and stakeholders. Through its members, CESA seeks to continuously improve the quality of life of people by interpreting the environment and pioneering change in partnering with all key stakeholders. In so doing, CESA strives to enhance the industry and provide a credible impact on all South Africans.

2.4 Key Focus Areas

CESA has identified the following strategic direction for the future of the organisation:

- To drive Sustainable Transformation.
- To maintain standards of Professionalism and Quality Management.
- Provide Business Support to Members and Clients with emphasis on Procurement.
- Build Partnerships with Government and other Stakeholders.
- Ensure that good Governance and Integrity prevail within the industry and profession.
- Create an awareness among consulting engineers of issues affecting the industry.
- Promote education and training through the School of Consulting Engineering to further enhance business, professional and entrepreneurial skills.

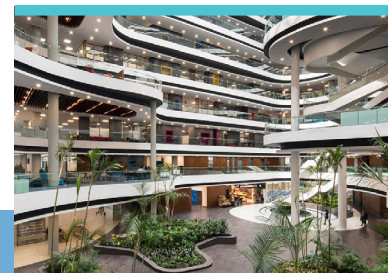
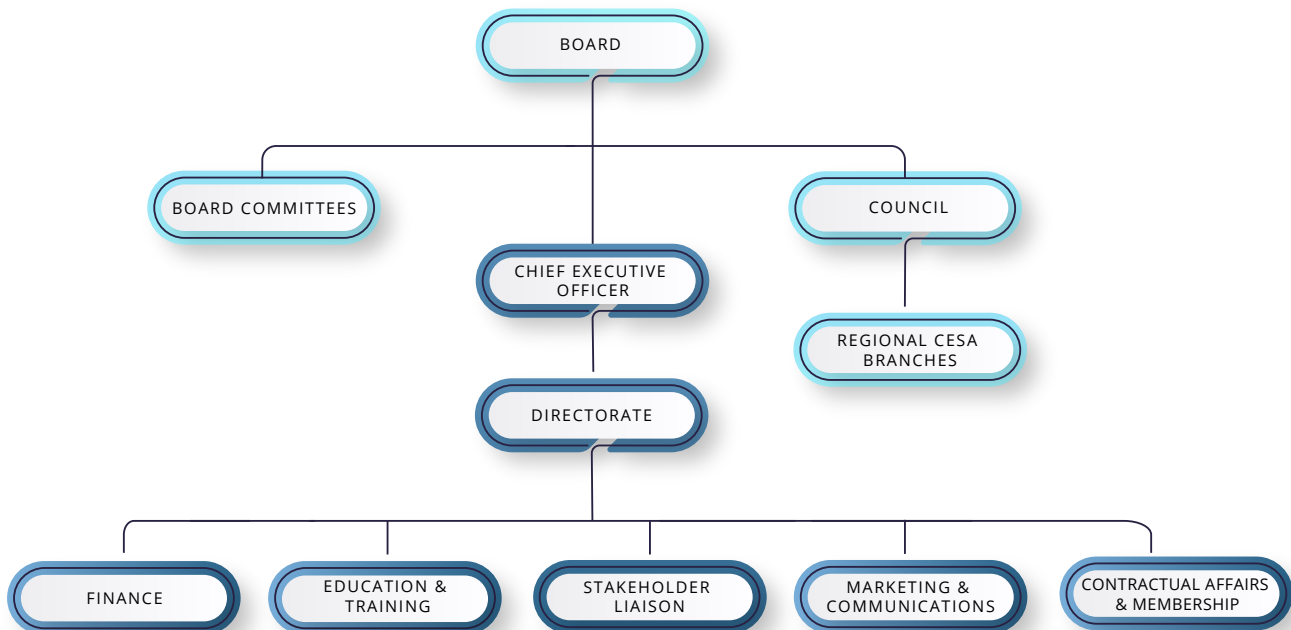
2.5 CESA Organisational/Governance Structure

A well-structured organisation manages the activities of CESA, this includes:

- A President and Board who are elected every two years.
- The Council, Board of Directors and Management Committee which meet regularly to organise and oversee the scope of the quality management system.
- Administration is performed by a full-time Directorate based in Johannesburg comprising 15 full time staff members.
- Twelve Branch Committees are active in nine provinces throughout South Africa.
- A Young Professionals Forum to nurture young professionals and to promote the engineering profession among the youth.
- CESA is the 6th largest member of FIDIC (International Federation of Consulting Engineers) which comprises 100 Member Associations.
- CESA is involved beyond the borders of South Africa through FIDIC Africa, the FIDIC regional grouping of Member Associations in Africa.

CESA Organisational /Governance Structure

THE STRUCTURE DESCRIBED ABOVE IS ILLUSTRATED IN FIGURE 1.



3. MEMBERSHIP —

3.1 Membership Objectives

The following are CESA's Membership Objectives:

- **Membership value:** Membership should be highly prized by firms.
- **Brand value objective:** Membership should be a criterion that is unreservedly accepted by clients as the first pre-screening of service providers.
- **Developmental objective:** To contribute to social and economic development; CESA should be the association of choice for consulting engineering firms.

3.2 Benefits of Membership

The following are benefits of being a member of CESA:

- **Advocacy**

Industry challenges are tackled through collective advocacy at the local, provincial, national and international levels of government.

CESA assists members in negotiating contract conditions; resolving contractual disputes; interpreting conditions of contract, rules and regulations as well as liaising with government and other industry bodies on contractual and legislative issues.

The organization promotes best practice procurement methodologies focusing on the value and quality of the service rendered.

- **Networking & Knowledge Sharing**

CESA manages a number of local and international events throughout the year where significant networking and learning opportunities are provided, not only for member firms, but also client-related organisations as well as CESA Affiliates and Partners. These events include regional visits, meetings, international trade missions and conferences (a calendar of events hosted by CESA can be found on the website: www.cesa.co.za)

CESA distributes a monthly newsletter (CE-news) for members covering the latest developments within the consulting engineering environment and related built environment sectors. CESA publishes an informative quarterly magazine (CE-track) focusing on activities and initiatives within the Built Environment.

Largely as a result of the 2019, 2020 COVID pandemic, CESA developed the capacity to host the majority of events such as webinars and conferences, as well as meetings and training, online/ virtually via Zoom or MS Teams.

- **Business Support**

CESA, as the radar of business opportunity, gives business support to members through:

- The identification of business opportunities both locally and internationally.
- The identification of best practice methodologies and guidelines.
- The provision of access to PI Insurance (at very competitive premiums).
- The provision of Practice Notes on various industry related topics; and
- The provision of best practice contract documentation, guidelines, policies, and procedures.

- **Contractual Affairs**

CESA supports members in contractual matters and procurement legislation. CESA ensures that member firms remain informed about legislative changes through liaison with government and related industry bodies. CESA is an important participant and contributor in regard to the Construction Industry Development Board (cidb) and the Engineering Council of South Africa (ECSA).

- **Market Intelligence**

CESA regularly provides members with current Industry information and market surveys focusing on local, regional, and international perspectives. CESA conducts bi-annual economic analysis of market conditions through the CESA Biannual Economic and Capacity Survey (BECS), that provides management information to member firms providing competitive insight.

- **Public Sector Support**

CESA is committed to helping client entities achieve effective service delivery. Capacity building programmes are provided to assist public sector entities in acquiring the status of the “informed client”.

- **School of Consulting Engineering (SCE)**

The School of Consulting Engineering provides cutting edge, change driven training courses, seminars and workshops that aim to address the ongoing challenges in the industry. The over 80 courses with more than 25 facilitators / trainers / subject matter experts are not only attended by Consulting Engineers but also by Contractors and their Clients. These include municipalities, local authorities, government, State-Owned Enterprises (SOEs) and others in the built environment to further enhance business, professional and entrepreneurial skills.

- **HR (Human Resources) Forum**

The HR Forum consists of HR practitioners from member firms, who meet bi-monthly to network and discuss a wide variety of topics relating to HR, as well as hosting relevant subject matter experts to give presentations on pertinent issues that impact the HR environment and therefore the industry.

- **Business of Consulting Engineering (BCE) Development Programme**

CESA's flagship one-year programme focuses on developing non-technical and entrepreneurial skills, essential for a career in consulting engineering, that is not part of normal tertiary engineering education. It prepares young talent to be legitimately fast tracked into future leaders in the company, thereby limiting risk and yielding a pool of dynamic young professionals. The programme covers Project Delivery Processes, the Consulting Engineering Environment, Business and Project Management, Finance and Legal and Contractual Matters as well as Inter-personal Skills.



- **CPD Validation Service**

CESA offers a valuable service in validating external companies and training provider's courses, seminars, workshops, lectures, site visits, conferences, congresses, colloquiums for Continual Professional Development (CPD) credits. These CPD events are used as a mechanism through which all registered practitioners will be able to renew their professional registration with ECSA.

- **Legal Risk Management Services**

CESA has partnered with Aon to offer members access to their premier legal and risk management services. Aon have a dedicated team of admitted attorneys who have a passion for risk mitigation within the built environment and are able to assist members with a variety of pertinent issues including contract vetting, application of the Construction Regulations, the Occupational Health and Safety Act, Limitation of liability, duty of care letters and much more.

In addition, Aon also offers CPD accredited presentations relevant to the changing landscape of the industry.

- **Additional Services offered**

Additional services offered by CESA include:

- CESA Directory of Firms – an option to search for a consulting engineer and to search for black owned / SMME member firms.
- CESA Book Shop - Sale of Publications.
- CESA Documents and Guidelines including Practice Notices.
- Unemployed Engineering Practitioners & Retired Engineers Registration databases.
- Infrastructure Indaba & CESA-AON Engineering Excellence Awards.
- CESA Young Professional Forum (Imbizos, Leadership Webinars and Job Shadow Initiatives)
- COVID Bulletin Board & FAQs.
- Development of firms through monitoring of management system declarations.

3.3 Minimum Requirements

The following minimum requirements apply to CESA members:

- **CESA Code of Conduct**

Member Firms are required to strictly adhere to the CESA Code of Conduct, which is a longstanding ethical standard.

- **Organisational Requirements**

A member must be a firm that is managed by a natural person or legal entity that provides primarily independent technology-based intellectual services in the built, human, and natural environment to clients for a fee and may be any of the following:

- A Sole Practitioner who is a Registered Principal; In the case of a sole practitioner, such recognition will be limited to that of Professional Engineer, Professional Technologist or a Professional Technician registered in South Africa under the Engineering Professions Act 46 of 2000.
- A Partnership, in which at least 50% of the Partners are also Registered Principals with at least one third of these Registered Principals registered in South Africa under the Engineering Professions Act 46 of 2000.
- A company in which at least 50% of the statutory Directors are also Registered Principals with at least one third of these Registered Principals registered in South Africa under the Engineering Professions Act 46 of 2000.
- A subsidiary or regional office or associate office in South Africa of a foreign firm that is appropriately registered in South Africa and has at least 50% of its statutory Directors as Registered Principals with at least one third of these Registered Principals registered in South Africa under the Engineering Professions Act 46 of 2000 or such equivalent legislation outside of the Republic of South Africa.

- **From the CESA Constitution**

- **Consulting Engineers South Africa (CESA)** - is a Voluntary Association of firms of consulting engineers and allied professionals who are members or eligible to be members of a professional institute with a code of ethics who:
 - › Derive a substantial portion of their income from the provision of impartial consulting services in the built, human and/or natural environment to a client for a fee.
 - › Are managed and have their operating policies determined by people whose professional qualifications and conduct are in keeping with the requirements of this Constitution and its By-laws.
 - › Are of high professional repute and uphold ethical standards.
 - › Commit to the aspiration of an industry association that is leading transformation through compassion and partnership, to grow a future that embraces diversity as an ongoing journey in a sustainable and structured manner.
- **Firm** – A natural person or legal entity which provides primarily independent technology-based consultancy and engineering services in the built, human, and natural environment to clients for a fee, whose application for membership has been approved by the Board in terms of Clause 6.
- **Principal** – A Principal of a Firm may be any of the following who is in active practice in the firm:
 - › A sole practitioner.
 - › Where the Firm is a partnership, all the statutory partners.
 - › Where the Firm is a close corporation, all the statutory members.
 - › Where the Firm is a company, all the directors appointed in terms of the Companies Act or equivalent in the country of operation.
 - › An appropriately professionally registered full-time employee of the Firm designated as such by the Firm. Such a person must:
 - ›› Have delegated authority to manage the technical assets and operations of the Firm and
 - ›› Carry technical liability for the actions of the Firm and therefore be able to determine the technical policies and direct and control the technical operations of the Firm.
 - ›› To this end, the Firm may be required to demonstrate this authority to the satisfaction of CESA.

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- **Registered Principal** - A Principal who is registered as a professional engineering practitioner with the Engineering Council of South Africa (ECSA) or as a professional registered with any other professional body recognised by the South African Qualifications Authority (SAQA) or such equivalent recognised body outside of the Republic of South Africa.

- **From the CESA By-laws**

A Firm shall not obtain or retain Membership unless it meets the following requirements for membership in fulfilment of Clause 2.1.7 of the Constitution, namely:

- **Subclause 1.1** - It shall be of such standing and experience as in the opinion of the Board entitles it to practise as a firm of consulting engineers and allied professionals.
- **Subclause 1.2** - It shall conduct its activities in such a manner that its membership does not detract from the dignity or standing of the Organisation.
- **Subclause 1.3** - It shall carry professional indemnity insurance in accordance with Clause 12 hereof. A member must have a minimum PI cover of R5 million per claim.
- **Subclause 1.4** - It shall provide evidence that its designated Mandated Principal/s had either been previously employed in senior positions with existing member firms or were Principals of their own firms prior to joining the firm applying for such membership. Alternately where possible it shall obtain signatures of a Proposer and Seconder who are both Mandated Principals of Members that do not hold any interest in the firm applying for membership. A Mandated Principal may designate an alternate for this purpose where appropriate, provided this delegation is in writing and is carried out separately in each instance.
- **Subclause 1.5** - It may, as an alternative to 1.4, request an interview with a member of the Board and/or the Branch Chairman plus one other Registered Principal. Such member of the Board and/or Branch Chairman and other Registered Principal may then testify in a format prescribed by the Board, to the suitability of the applicant for membership.
- **Subclause 1.6** - It may, as an alternative to 1.4 or 1.5, request an interview with the Membership Committee of the Board.

3.4 Mandatory Management

As mentioned previously Member Firms are required to Implement and continually improve three mandatory management systems based on the FIDIC Management System guidelines namely a Quality Management System (QMS), a Project Sustainability Management System (PSM) and a FIDIC Integrity Management System (FIMS).

In terms of verifying that member firms are implementing the three CESA mandatory systems, CESA requires that all member firms complete a declaration for each system. The Declarations, known as MSDs (Management System Declarations) are sent to members once per annum together with the Annual Declarations, which the members will be obliged to complete and return to CESA. On receipt of the declaration, CESA will issue a Notice of Assessment of the level of development of the relevant management system. Thereafter, CESA conducts verification reviews on randomly selected firms and based on the outcome of the review, issues a Confirmation of Assessment. Refer to the **“Procedure: CESA Management Systems Declarations (MSDs)”** ([click here](#)) for more information regarding the Management Systems.



3.5 Subscriptions

The membership subscriptions payable annually by member firms are calculated according to the numbers of staff employed by the firm.

The 'invoicing and payment of subscriptions' cycle begins with CESA calling for the submission of Annual Declaration forms by member firms. The submission of the forms by member firms is mandatory as the forms include the numbers of staff employed by the firms and enable the calculation by CESA of the annual membership subscriptions payable by the member firms. Thereafter the member firms are invoiced accordingly.

Failure by member firms to either submit their Annual Declaration forms or to pay their subscriptions may lead to suspension of membership and ultimately termination of membership.

4. EXTERNAL ENVIRONMENT

4.1 Regulatory Framework

The following form the regulatory framework that CESA operates within:

- **Engineering Council of South Africa (ECSA)** - is the body established in terms of the Engineering Professions Act (EPA), 46 of 2000, that is responsible for setting the minimum standards of engineering competency and professionalism required to protect the public through a professional registration process as well as the vetting of tertiary engineering educational curricula. It is also responsible for the annual drafting and publication of the ECSA Guideline Fees and Scope of Services. Wherever feasible CESA participates in the activities of ECSA and assists wherever possible.

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- **Council for the Built Environment (CBE)** – This is the umbrella body that oversees the six Built Environment Professions Councils (BEPs) that report to it, including ECSA.
 - **Construction Industry Development Board (cidb)** – This body is important to the consulting engineering sector as it is a statutory body that drafts and prescribes contract documentation used in public construction projects. The cidb Act provides for grading of consultants, similar to the grading system being used for contractors, however this has not been implemented.
 - **The Construction Sector Charter Council (CSCC)** - sets turn-over thresholds for the categorisation of professional service provider entities and provides a preferential procurement framework based on transformation and other sustainability objectives for the allocation of points in the public sector procurement process.
 - **Other regulatory bodies and implementing agencies in SA** - also have initiatives and requirements that impact the industry, with which the CMF should align. These are inter alia as follows:
 - **National Treasury** - keeps a central supplier database (CSD) register.
 - **Department of Public Works** - uses a roster of consultants for rotational assignments.
 - **Department of Water and Sanitation** - has a list of Certified Dam Engineers.
 - **Department of Labour** - has a register of Mine Engineers and competent safety professionals.
 - **Standards Framework**
 - **International Association of Consulting Engineers (FIDIC)** - CESA is a Member Association of FIDIC and subscribes to its quality and risk, integrity, and sustainability management guidelines.
 - **South African Bureau of Standards (SABS)** – CESA has representatives that participate in the various SABS Working Committees that develop the SANS Standards.

4.2 Voluntary Associations (VAs)

The following Voluntary Associations have a working relationship with CESA:

- **Business Unity South Africa (BUSA)** – CESA is a member of this industry body whose mission is to play a constructive role in South Africa's economic growth, development, and transformation to create an environment in which businesses of all sizes and in all sectors can thrive, expand and be competitive. Membership of this organisation provides many opportunities for CESA to interact at the highest levels raising awareness of CESA and its membership and influencing government policy.

- **South African Forum for Engineering (SAFE)** - CESA is a member of this grouping consisting of a significant number of the engineering and engineering-related VAs in South Africa that meets on a quarterly basis to discuss matters of mutual benefit and interest to the engineering professions. It is separate from the engineering contractor VAs.
- **Built Environment Professions South Africa (BEPSA)** – The BEPSA consists of eight active VAs ('industry bodies') representing the business interests of their professions, being:
 - ACHASM – Association of Construction Health & Safety Managers
 - ACPM – Association of Construction Project Managers
 - ASAQs – Association of South African Quantity Surveyors
 - CESA – Consulting Engineers South Africa
 - ILASA – Institute of Landscape Architects of South Africa
 - SATABCO – South African Black Technical & Allied Careers Organisation
 - SAGI – South African Geodetics Institute
 - SAIA – South African Institute of Architects

It meets on a bimonthly basis to discuss matters of mutual benefit and interest, and is well represented at the CBE (Council for the Built Environment)

- **Joint Building Contracts Committee (JBCC) & Professional Client / Consultant Services Agreements Committee (PROCSA)** – CESA is represented on both these committees which are responsible for the development of contract documents primarily for building projects, for contractors and professional service providers, respectively.

4.3 Clients

The term 'clients' is used in the CESA context to denote the clients/employers of member firms in both the private and public sectors. CESA tends to interact/ deal mainly with the public sector clients largely due to their strict procurement regime, whereas CESA has relatively less to do with private sector clients who operate within the ambit of normal commercial/business practice applicable to private enterprise within South Africa.

The CESA 'Stakeholder Liaison' and 'Contractual Affairs & Procurement' portfolios are responsible for *inter alia*, promoting good working relationships and business practice between clients in both sectors and member firms.

4.4 CESA Role

Distilling CESA's role in the external environment from the abovementioned factors/body of the report, it is to act as the industry body for the consulting engineering profession by:

- Serving as a channel for clients and member firms to address industry concerns.
- Providing a platform for the sharing of information.
- Assisting in optimising the planning and delivery of infrastructure projects both in the public and private sector.
- Marketing and promoting the quality and value of CESA member firms e.g., providing a CESA Directory of Firms (electronic).
- Raising awareness of the strict CESA membership requirements.
- Providing opportunities for networking.
- Being a sounding board/platform for comment, new legislation, and regulations.

4.5 CESA Assistance

Wherever possible CESA endeavours to be of assistance to clients in an objective and constructive manner, primarily in the following areas:

- Offering clients an avenue of redress where member firms may have contravened the CESA ethical code of conduct.
- Facilitating dispute resolution through the President's list of mediators, adjudicators, and arbitrators that CESA maintains.
- Investigating client complaints when requested e.g., overcharging.
- Advising clients on procurement disparities that may occur.
- Answering fee and contractual queries.

5 CONCLUSION

The above member framework details the requirements that members must adhere to remain members of good standing in the association. It also provides information on the structure of CESA and the legal and regulatory framework that CESA operates in. Lastly, a description of the voluntary associations that CESA works with is provided.