

# PROCSA

Professional Client Consultants Services Agreement

PROCSA Suite of Client / Consultant Agreements,  
harmonised across Professions



## PROCSA CLIENT/CONSULTANT AGREEMENTS WEBINAR 2016



### Category 1 CPD Accredited by PROCSA Constituent Bodies

This Series of Training Webinars is organised to provide Professionals working in the Built Environment with a detailed understanding of the application of the PROCSA Client / Consultant Agreements that are harmonized across the Professions in order to reduce Project risk and maintain profit for both the Clients and their Consultants.

The Webinars specifically address the risks involved in not having a Client / Consultant Agreement in place for your Projects.

Emphasis will be placed on the acquisition and application of these Agreements.








The Webinars provide invaluable knowledge about the Stages of Work and the roles and responsibilities of the members of the Professional Team including Clients and their representatives. In addition, the rights and obligations of the Client and the Professional Service Providers are dealt with.

Also featured will be the e-PROCSA Document Access Service and its role in increasing productivity and efficiency through the use of the online e-DOCX Document Access Portal.

The presenters are esteemed and respected individuals in their Professions, with a wealth of experience in applying their knowledge to maximum effect, in the use of the PROCSA Agreements.

Each Webinar Session requires the Delegate to take and obtain a 50% pass mark in an online Quiz, in order to qualify for CPD Credits.

## WHO SHOULD ATTEND:

-  Clients / Employers / Owners / Developers
-  Project Managers
-  Principal Agents & Principal Consultants
-  Architects & Quantity Surveyors
-  Construction Health & Safety Consultants
-  Consulting Engineers
-  Government Department Personnel

## DELEGATES WILL:

- Register **on-line** for the Webinar Series
- Receive the training in your **Office** or at **Home**
- Gain awareness of the objectives of **PROCSA**
- Gain awareness of the **importance** of entering into written **Client / Consultant Agreements**, especially in line with the requirements of the new National Building Regulations and Consumer Protection Act
- Gain awareness of the **reasons and need**, to use to use Client / Consultant Agreements that are **harmonized** across the professions
- Get better understanding of the use and application of the PROCSA Documents: **Terms and Conditions** with the **Schedules of Variables** and **Scope of Services Annexures**
- Gain invaluable insight with respect to the Project '**Stages of Work**', the use of the **PROCSA 'Matrix' Document** and the Services provided by each Consultant
- Learn about Project **Roles and Responsibilities** and the role of the newly defined '**Development Manager**'
- Learn how to use the e-PROCSA Document Access Service (**e-PROCSA**) via the **e-DOCX** System on the Internet, and how it can save time and increase productivity and efficiency
- Learn how to value and apply the appropriate **Professional Fees**
- Have the opportunity to **ask** pertinent questions regarding PROCSA
- **Download a free** PROCSA Matrix Document and a PROCSA Reference Agreement, **worth R1140**
- Have the opportunity to take **notes** during the Webinars and **save them** as text files

## WEBINAR DETAILS

HOSTED BY:



# PROCSA

3 x 2hr Webinar Sessions per Webinar		Session Dates
<b>PROCSA Webinar</b> <b>“PROCSA CLIENT/CONSULTANT AGREEMENTS”</b>		<b>Session 1 - 26<sup>th</sup> May 2016</b>
		<b>Session 2 - 2<sup>nd</sup> June 2016</b>
		<b>Session 3 - 9<sup>th</sup> June 2016</b>
<b>TIME</b>	Thursdays → 08h00 – 10h00	
<b>PROVIDED</b>	Free Downloads of Matrix Document, a PROCSA Reference Agreement Webinar Workbook, Attendance Certificate per delegate for CPD Credits, and Webinar Questionnaire	
<b>CPD CREDITS</b>	The Series of three Webinars qualifies for Continuing Professional Development (CPD) and carries 1 Category One CPD credit from the relevant PROCSA Constituent Body.	

## INVESTMENT

**Webinar duration**                      **6 hours + completion of a Quiz after each Session**

**Webinar fee includes:**



Workbook



PROCSA Documents worth R1 140



Certificate of Attendance

**Delegate Discounts:**

**Qualify for a discount of 10% if you are a member of any of the following PROCSA Constituent Bodies:**

- AAQS - Africa Association of Quantity Surveyors
- ACPM - Association of Construction Project Managers
- ASAQS - Association of South African Quantity Surveyors
- CESA - Consulting Engineers South Africa
- SABTACO - South African Black Technical and Allied Careers Organisation
- SAIA - South African Institute of Architects
- SAPOA - South African Property Owners Association

**The Webinar comprises of 3 Sessions @ R2 950 per Delegate per Webinar including VAT**

Contact: Shaunette on: 073 505 5616 or 011 704 6965

<b>SESSION 1</b>			
<b>07:30 – 08:00</b>	<b>Pre-Start</b>		15 min
<b>08:00 – 08:10</b>	<b>Introduction</b>	<b>Cliff Hayim</b>	10 min
<b>08:10 – 08:25</b>	<b>PROCSA Organisation &amp; Document Access</b> <ul style="list-style-type: none"> <li>• Constituent Members</li> <li>• Development of Documents - Objective to reduce risk</li> <li>• New Documents - Development Manager &amp; Edition 3.2 July 2015</li> <li>• Future Plans</li> <li>• Advertising through PROCSA</li> <li>• Questions and Answers</li> </ul>	<b>Ian Alexander</b>	15 min
<b>08:25 – 09:35</b>	<b>PROCSA Professional Service Agreement</b> <ul style="list-style-type: none"> <li>• The Need for Terms &amp; Conditions</li> <li>• The Importance of Professional Service Agreements</li> <li>• Questions and Answers</li> </ul>	<b>Ian Alexander</b>	70 min
<b>09:35 – 09:55</b>	<b>The e-PROCSA Document Access Service</b> <ul style="list-style-type: none"> <li>• The PROCSA website</li> <li>• e-PROCSA &amp; e-DOCX</li> <li>• Questions and Answers</li> </ul>	<b>Cliff Hayim</b>	20 min
<b>09:55 – 10:00</b>	<b>Closure and Feedback</b>	<b>Cliff Hayim / Ian Alexander</b>	5 min
<b>SESSION 2</b>			
<b>07:30 – 08:00</b>	<b>Pre-Start</b>		15 min
<b>08:00 – 08:05</b>	<b>Introduction</b>	<b>Cliff Hayim</b>	5 min
<b>08:05 – 08:40</b>	<b>Terms and Conditions</b> <ul style="list-style-type: none"> <li>• The fine print</li> <li>• Appropriate Fees</li> <li>• Questions and Answers</li> </ul>	<b>Ian Alexander</b>	35 min
<b>08:40 – 09:15</b>	<b>Attributes and Obligations</b> <ul style="list-style-type: none"> <li>• Practice, Function &amp; Services provided</li> <li>• Questions and Answers</li> </ul>	<b>Ian Alexander</b>	35 min
<b>09:15 – 09:55</b>	<b>The Development Manager Agreement</b> <ul style="list-style-type: none"> <li>• The Role of the Employer</li> <li>• Relationship to the Matrix Document and Stages of Work</li> <li>• Use of the Matrix Document</li> <li>• Questions and Answers</li> </ul>	<b>Ian Alexander</b>	40 min
<b>09:55 – 10:00</b>	<b>Closure and Feedback</b>	<b>Cliff Hayim / Ian Alexander</b>	5 min

<b>SESSION 3</b>			
<b>07:30 – 08:00</b>	<b>Pre-Start</b>		15 min
<b>08:00 – 08:10</b>	<b>Introduction</b>	<b>Cliff Hayim</b>	5 min
<b>08:10 – 09:00</b>	<b>Dispute Resolution, Liabilities and Professional Indemnity Insurance</b> <ul style="list-style-type: none"> <li>• Responsibilities and liabilities</li> <li>• Questions and Answers</li> </ul>	<b>Ian Alexander</b>	50 min
<b>09:00 – 09:30</b>	<b>The e-PROCSA Document Access Service</b> <ul style="list-style-type: none"> <li>• e-CLOUD Construction</li> <li>• The e-DOCX system – maximizing efficiency</li> <li>• Questions and Answers</li> </ul>	<b>Cliff Hayim</b>	30 min
<b>09:30 – 09:55</b>	<b>Use of the Matrix Document</b> <ul style="list-style-type: none"> <li>• PROCSA as a consensus PSA</li> <li>• Questions and Answers</li> </ul>	<b>Ian Alexander</b>	25 min
<b>09:55 – 10:00</b>	<b>Closure and Feedback</b>	<b>Cliff Hayim / Ian Alexander</b>	5 min

### **SPEAKERS**

#### **Ian Alexander**

Ian qualified at the University of Cape Town in 1964: The first practice Ian joined was Colyn & Meiring Architects in 1965 where he cut his 'eye' teeth, on the Trust Bank Head Office and Heerengracht Hotel where he became involved with many big projects. Ian moved to Pretoria in 1971 and joined MV3 Architects in 1980. Experienced in 'large practice' architecture, Ian was Project Architect and Project Partner for the Kwazulu Legislative Assembly and Government Offices in Ulundi, other 'deep space' office buildings followed; the UIF Headquarters Building the Anchor Yeast Head Office in Johannesburg. He carried out a range of work for Old Mutual Properties.

Ian lectures at Tshwane University Architectural Department as Specialist Lecturer (Law & Contract Management & Architectural Practice) He is active in Dispute Resolution and Expert Opinion work, presents Workshops on Professional Service Agreements for SAIA, PROCSA and Contracts on Demand. Ian is a Past President of the PIA and has served on the committee since inception in 1996. Ian serves on the National Practice Committee of SAIA, the CAA and PROCSA drafting committees and the SACAP Professional Fees Committee

#### **Cliff Hayim**

Clifford Hayim is a registered (MRICS and SACQSP) and practicing Quantity Surveyor with a Masters Degree in Building. Internal examiner and lecturer to final year and MSc students at the School of Construction Economics and Management at the University of Witwatersrand. He is Director of Contracts on Demand, Managing Director of Ferrer Hayim Quantity Surveyors, and has been involved with JBCC since 1998 in development of JBCC Payment Certificates. The developer of KWIKfeas - financial feasibility software used in the Built Environment industry since 1995. Also the developer of the "e-CLOUD Construction" Suite of electronic productivity services, including the e-PROCSA Electronic Service.

This Webinar is offered by  
**PROFESSIONAL CLIENT CONSULTANTS SERVICES AGREEMENT COMMITTEE (PROCSA)**  
in collaboration with **Contracts On-Demand**

**Professional Client Consultants Services Agreement**

**PRCSA**

Professional Consultants Services Agreement Committee publishes the Client/Consultant Professional Services Agreement comprising of a suite of documents prepared to regulate the terms of engagement between the client and the consultants. It was compiled in the interests of standardization and good practice in the construction industry on a mandate from its following constituent bodies: AAQS, ACPM, ASAQS, CESA, SBTACO, SAIA, SAPOA.

**Contracts On-Demand**



Contracts On-Demand (COD) is a leading company in the organization and management, of Contractual Training Workshops for the Building and Construction Industry. The company also develops and runs the “e-CLOUD Construction” Suite of Electronic Services, which include the e-JBCC and e-PROCSA Electronic Services. COD has been appointed by PROCSA to organize their training workshops.