

PROCSA

Professional Client Consultants Services Agreement

PROCSA Suite of Client / Consultant Agreements,
harmonised across Professions



PROCSA CLIENT/CONSULTANT AGREEMENTS WORKSHOP 2020 in Collaboration with ACEN, NIA, INQS



Accredited by PROCSA Constituent Bodies and ACEN

This Workshop 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 Workshop specifically address the risks involved in not having a Client / Consultant Agreement in place for your Projects and emphasis will be placed on the acquisition and application of these Agreements.

The Workshop will cover 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 will be 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 presenter is a respected individual in his Profession, with experience in applying his knowledge to maximum effect, in the use of the PROCSA Agreements.

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:

- Gain awareness of the objectives of **PROCSA**
- Gain awareness of the **importance** of entering into written **Client / Consultant Agreements**
- 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
- Have the opportunity to **ask pertinent questions** regarding PROCSA
- Access to download a **PROCSA Matrix Document** and a **PROCSA Reference Agreement**, worth R1140
- Access to download a copy of the **Workbook** containing a copy of the powerpoint slides in PDF format
- Attendance Certificate for CPD

WORKSHOP DETAILS

HOSTED BY:



TOPIC	PROCESA CLIENT/CONSULTANT AGREEMENT
TIME	Wednesday 18 March 2020 → 08h00 – 16h30
PROVIDED	Free Downloads of Matrix Document, a PROCESA Reference Agreement Workbook, Attendance Certificate per delegate for CPD Credits, and Workshop Questionnaire

PROGRAMME			
08:00 – 08:30	Registration	Presented By	30 min
08:30 – 08:35	Introduction	Cliff Hayim	5 min
08:35 – 09:00	PROCESA Organisation <ul style="list-style-type: none"> • Constituent Members • Structure, Rationale, Guideline and Style • Terms and Conditions • Variables – Annexure A • Questions and Answers 	Cliff Hayim	25 min
09:00 – 09:55	Terms and Conditions <ul style="list-style-type: none"> • Definitions and Interpretation • Edition 4.0 Terms and Conditions • The Material Amendments to Terms and Conditions in Edition 4 compared to Edition 3.2 • Questions and Answers 	Cliff Hayim	55 min
09:55 – 10:10	The Client Responsibilities <ul style="list-style-type: none"> • Stage 0 services & obligations • Questions and Answers 	Cliff Hayim	15 min
TEA BREAK (20 minutes)			
10:30 – 10:55	Professional Service Agreements (PSA's) <ul style="list-style-type: none"> • The Need and Protection • The Guiding Principles • Questions and Answers 	Cliff Hayim	25 min
10:55 – 11:20	Agency <ul style="list-style-type: none"> • The Law of Agency • Rules of Agency • Questions and Answers 	Cliff Hayim	25 min

11:20 – 11:50	Advantages & Risk <ul style="list-style-type: none"> Advantages and Risk of not using PSA's Questions and Answers 	Cliff Hayim	30 min
11:50 – 12:30	The Development Manager <ul style="list-style-type: none"> Stages 1 – 6 Matrix Questions and Answers 	Cliff Hayim	40 min
12:30 – 13:00	Dispute Resolution, Liabilities and Professional Indemnity Insurance <ul style="list-style-type: none"> Mediation Arbitration Litigation Questions and Answers 	Cliff Hayim	30 min
LUNCH BREAK (60 minutes)			
14:00 – 15:00	Right & Obligations <ul style="list-style-type: none"> Employer Rights & Obligations Contractor Rights & Obligations Principal Agent Rights & Obligations Questions and Answers 	Cliff Hayim	60 min
15:00 – 15:30	The e-PROCSA Document Access Service <ul style="list-style-type: none"> e-CLOUD Construction e- PROCSA and the e-DOCX system – maximizing efficiency 	Cliff Hayim	30 min
TEA BREAK (20 minutes)			
15:50 – 16:20	The e-PROCSA Document Access Service <ul style="list-style-type: none"> e-CLOUD Construction e- PROCSA and the e-DOCX system – maximizing efficiency Questions and Answers 	Cliff Hayim	30 min
16:20 – 16:30	Closure and Feedback	Cliff Hayim	10 min
SPEAKER			
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 Workshop is offered by
PROFESSIONAL CLIENT CONSULTANTS SERVICES AGREEMENT COMMITTEE (PROCSA)**

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.