DEVELOPMENT THROUGH PARTNERSHIP

TERMS OF REFERENCE

NATIONAL BIM STEERING COMMITTEE (NBSC)

National Building Information Modelling Adoption Programme

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1. DEFINITIONS

1.1 **"BIM"** means Building Information Modelling, being a collaborative process for creating, managing and using digital information about a built asset across its lifecycle.

1.2 **"BIM Adoption Programme"** means the cidb National BIM Adoption Programme established to implement the cidb BIM Adoption Strategy and Implementation Plan.

1.3 **"cidb"** means the Construction Industry Development Board established in terms of the Construction Industry Development Board Act, 2000 (Act No. 38 of 2000).

1.4 **"Committee or NBSC"** means the National BIM Steering Committee established in terms of these Terms of Reference.

1.5 **"Member"** means A person appointed or invited by cidb to serve on the NBSC as a representative or subject matter contributor.

1.6 **"Secretariat"** means the administrative support function designated by cidb to support the NBSC.

1.7 **"Working Group"** means A technical, sectoral or thematic group established or recognised to support the NBSC in a defined area of the BIM roadmap.

2. ABBREVIATIONS

2.1 **BIM:** Building Information Modelling

2.2 **cidb:** Construction Industry Development Board

2.3 **NBSC:** National BIM Steering Committee

2.4 **TVET:** Technical and Vocational Education and Training

2.5 **WG:** Working Group

3. INTERPRETATION

3.1 These Terms of Reference must be interpreted in a manner that supports the voluntary, multi-stakeholder, advisory and coordination role of the NBSC. Nothing in these Terms of Reference transfers the statutory, executive, procurement or project-delivery responsibilities of cidb or any participating organisation to the NBSC or its members.

4. NBSC MANDATE

4.1 The NBSC is established as the national, multi-stakeholder advisory and coordination forum for the implementation of the cidb National BIM Adoption Strategy and associated Implementation Plan. Its mandate is to provide strategic guidance, sector alignment, stakeholder coordination and collaborative leadership for progressive BIM adoption in South Africa.

4.1.1 support a structured, consistent, inclusive and practical approach to BIM adoption;

4.1.2 guide the national BIM enabling environment, including standards, guidance, procurement integration, skills, pilots and measurement;

4.1.3 identify implementation risks, constraints, lessons learnt and opportunities;

4.1.4 promote coordination between government, industry, academia, professional bodies and other relevant stakeholders; and

4.1.5 support evidence-informed continuous improvement of the BIM Adoption Programme.

4.2 The NBSC is not a regulator, enforcement structure or project-delivery body and will not manage individual construction projects or perform operational work on behalf of cidb, participating institutions or Working Groups.

5. COMPOSITION OF THE NBSC

5.1 The NBSC will comprise a balanced and manageable multi-stakeholder membership, not exceeding fourteen (14) members, selected based on strategic relevance, sector coverage, expertise and willingness to participate.

5.2 Membership may include senior representatives or subject matter contributors from:

5.2.1 cidb;

5.2.2 national and provincial government departments responsible for infrastructure delivery;

5.2.3 municipalities, state-owned entities and public infrastructure clients;

5.2.4 professional councils and voluntary professional associations;

5.2.5 contractor and consultant bodies;

5.2.6 universities, TVET institutions and research organisations;

5.2.7 standards bodies; and

5.2.8 technology and information-management organisations.

5.3 cidb may invite observers or advisers where specialist input is required. Observers and advisers may participate in discussion but may not vote.

6. APPOINTMENT AND REMOVAL OF MEMBERS

6.1 Members will be appointed or invited through a process determined by cidb. Appointments will ordinarily be for a term of three (3) years and may be renewed based on programme requirements, continuity, availability and the need to maintain appropriate expertise and representation.

6.2 A member will cease to serve where the member:

6.2.1 resigns in writing;

6.2.2 leaves or can no longer represent the nominating organisation;

6.2.3 is unable to continue participating;

6.2.4 is replaced by the nominating organisation with the agreement of cidb; or

6.2.5 is removed by cidb for material non-compliance with these Terms of Reference or conduct that compromises the integrity of the NBSC.

6.3 Where a vacancy arises, cidb may invite the relevant organisation to nominate a replacement or appoint another suitable member.

7. FUNCTIONS OF THE NBSC

7.1 The functions of the National BIM Steering Committee are to:

7.1.1 provide strategic advice on implementation of the BIM Adoption Strategy and Implementation Plan;

7.1.2 review key programme outputs, including draft standards, guidance, templates, procurement guidance, policy proposals, maturity tools, pilot frameworks and awareness materials;

7.1.3 recommend adjustments to implementation priorities, sequencing or approaches where supported by evidence and stakeholder feedback;

7.1.4 establish, recognise, coordinate and receive reports from Working Groups;

7.1.5 identify risks, barriers and practical implementation constraints and recommend mitigation or further investigation;

7.1.6 support stakeholder mobilisation, sector linkages, knowledge sharing and awareness;

7.1.7 review evidence from pilots, benchmarking, maturity assessments and stakeholder feedback; and

7.1.8 endorse appropriate outputs for submission through cidb governance and approval processes.

7.2 Final approval of policies, publications, programme changes, procurement actions and resource commitments remains with the relevant cidb authority or other responsible institution.

8. ROLES AND RESPONSIBILITIES

8.1 Chairperson and Deputy Chairperson

8.1.1 At its inaugural meeting, the appointed members will elect a Chairperson and Deputy Chairperson from among themselves. The election will be facilitated by the Secretariat. The Chairperson will preferably be an external stakeholder representative. The term of office will be determined by the Committee, and re-election will be permitted while the person remains a member.

8.1.1.1 ensure that meetings are properly constituted and that quorum is confirmed;

8.1.1.2 approve agendas with the Secretariat and guide the orderly conduct of meetings;

8.1.1.3 facilitate balanced, focused and respectful discussion;

8.1.1.4 clarify matters requiring noting, input, recommendation or endorsement;

8.1.1.5 formulate and confirm decisions and recommendations for recording;

8.1.1.6 support consensus and, where required, manage voting;

8.1.1.7 sign confirmed minutes as a true record; and

8.1.1.8 represent the NBSC only where authorised by cidb.

8.1.2 In the Chairperson’s absence, the Deputy Chairperson will perform the meeting facilitation role. If both are absent, members present may elect an Acting Chairperson for that meeting.

8.2 Members

8.2.1 Members are required to:

8.2.1.1 accept their appointment in writing;

8.2.1.2 prepare for and attend meetings and remain for their duration where reasonably possible;

8.2.1.3 review documents and provide strategic, practical and sector-informed input;

8.1.2.4 participate constructively in discussions and decisions;

8.1.2.5 declare conflicts of interest promptly;

8.1.2.6 maintain confidentiality and comply with applicable conduct and ethics requirements;

8.1.2.7 support stakeholder linkages and awareness within reasonable limits; and

8.1.2.8 act in good faith in advancing the national BIM adoption objective.

8.2.2 Member contributions are advisory. Members are not required to perform day-to-day programme management, detailed technical drafting, research assignments or consultancy services unless separately agreed and approved.

9. WORKING GROUPS

9.1 The NBSC may establish or recognise Working Groups to provide focused technical, sectoral or thematic input. Each Working Group will operate under a clear mandate, have indicative outputs, a nominated lead or convenor and a reporting relationship to the NBSC.

9.1.1 WG1: Awareness and Change Management;

9.1.2 WG2: Structure, Policy, Standards and Guidance;

9.1.3 WG3: Education and Skills Development;

9.1.4 WG4: Deployment and Pilot Projects;

9.1.5 WG5: Measurement, Evaluation and Research; and

9.1.6 WG6: Knowledge Management and Continuous Improvement.

9.2 NBSC members may be appointed to chair Working Groups based on relevant expertise. Working Group participation is voluntary and non-remunerated unless a separate approved arrangement is established for a commissioned task.

10. SECRETARIAT

10.1 cidb will provide Secretariat support to the NBSC. The Secretariat will:

10.1.1 coordinate meetings and related logistics;

10.1.2 prepare draft agendas in consultation with the Chairperson;

10.1.3 circulate notices, agendas and meeting documents;

10.1.4 prepare attendance records and record apologies and proxies;

10.1.5 prepare and circulate minutes and maintain a resolution and action register;

10.1.6 track and report on actions, recommendations and Working Group outputs;

10.1.7 maintain the official archive of NBSC records;

10.1.8 prepare concise reports for the cidb Chief Operations Officer and relevant governance structures; and

10.1.9 coordinate authorised communication between the NBSC, Working Groups and stakeholders.

11. EXTERNAL ADVISORS AND OBSERVERS

11.1 The NBSC may request external professional, technical or sectoral advice where necessary, subject to prior cidb approval where the engagement has cost, procurement, confidentiality or formal representation implications. Advisors and observers may participate in discussion but do not have voting rights and must comply with applicable confidentiality and conflict-of-interest requirements.

12. MEETING

12.1 Frequency and format

12.1.1 The NBSC will meet quarterly unless otherwise agreed by the Committee and cidb. Additional meetings may be convened for urgent or time-sensitive matters. Meetings may be virtual, in person or hybrid.

12.2 Notice, agenda and meeting papers

12.2.1 Proposed agenda items should be submitted to the Secretariat at least two (2) weeks before a scheduled meeting, unless urgent. The Secretariat will circulate the final agenda and meeting papers at least five (5) working days before the meeting, where reasonably possible. Each item should indicate whether it is for noting, discussion, input, recommendation or endorsement.

12.3 Attendance, apologies and proxies

12.3.1 Members must notify the Secretariat if they cannot attend. A member may nominate a proxy or alternate in writing before the meeting. The nomination must identify the proxy and clarify the extent to which the proxy may participate and support recommendations on behalf of the member organisation. Accountability for representation remains with the appointed member and nominating organisation.

12.4 Quorum

12.4.1 A quorum will be fifty per cent plus one (50% + 1) of the appointed members, including the Chairperson, Deputy Chairperson or Acting Chairperson. Quorum must be maintained when formal recommendations or endorsements are made.

12.4.2 If quorum is not achieved, the meeting may proceed for discussion, but formal recommendations or endorsements must be deferred to a reconvened meeting or confirmed through a written round-robin process administered by the Secretariat.

12.5 Decision-making and resolutions

12.5.1 The NBSC will seek to reach decisions through consultation and consensus. Where consensus cannot be reached and a formal Committee position is required, the matter may be decided by a majority of members or duly authorised proxies present and entitled to vote. Each member organisation has one vote. The Chairperson has a casting vote in the event of a tie.

12.5.2 Differing or dissenting views must be recorded where requested. Recommendations are advisory and do not bind participating organisations unless approved through their own institutional processes.

12.6 Order of business

12.6.1 opening and confirmation of quorum;

12.6.2 notice, attendance, apologies and proxies;

12.6.3 declarations of interest;

12.6.4 confirmation of the previous minutes and action register;

12.6.5 matters arising;

12.6.6 Working Group and programme progress reports;

12.6.7 items for discussion, recommendation or endorsement;

12.6.8 summary of decisions, recommendations and actions; and

12.6.9 closure and confirmation of the next meeting.

12.7 Minutes and records

12.7.1 The Secretariat will prepare minutes recording attendance, apologies, declarations, key matters discussed, recommendations, decisions, actions, responsible persons or structures and indicative timeframes where applicable.

12.7.2 Draft minutes should be circulated within ten (10) working days after the meeting, and members should submit corrections within five (5) working days of circulation. Confirmed minutes will be signed by the Chairperson and maintained as the official record.

13. CODE OF CONDUCT, ETHICS AND CONFLICTS OF INTEREST

13.1 Members must comply with applicable public-service and professional conduct requirements and must participate respectfully, impartially and in good faith. Actual, potential or perceived conflicts of interest must be declared at the start of a meeting or as soon as they become known. The Chairperson, supported by the Secretariat, will determine whether the member may participate, abstain from endorsement or recuse themselves. All declarations and related decisions must be recorded.

14. CONFIDENTIALITY, INFORMATION SHARING AND COMMUNICATION

14.1 Members must protect confidential, draft or non-public information and may share it outside the NBSC only where authorised by cidb or where the Secretariat has indicated that consultation within the member's organisation is permitted.

14.2 Official communication and external engagement on behalf of the NBSC must be coordinated through cidb's approved channels. Members may discuss BIM adoption in their own institutional capacity but must not present personal or organisational views as approved NBSC positions.

15. REPORTING REQUIREMENTS

15.1 The NBSC will report to the cidb Chief Operations Officer. The Secretariat will prepare concise, evidence-based reports for the relevant cidb governance structure.

15.2 Reports may include progress, key matters discussed, recommendations, risks, Working Group updates and outputs requiring approval or noting. Working Groups will report to the NBSC through their leads or convenors.

16. DISPUTE RESOLUTION

16.1 Differences will first be addressed through discussion, evidence-based reasoning and facilitation by the Chairperson. The Chairperson may allow further consultation, seek additional evidence, refer a matter to a Working Group or record alternative views.

16.2 A material dispute that cannot be resolved may be escalated to the cidb Chief Operations Officer with a summary of the issue, positions and available options.

17. REVIEW AND AMENDMENTS

17.1 These Terms of Reference will be reviewed annually to ensure continued alignment with the BIM Adoption Strategy, Implementation Plan, cidb governance requirements and the evolving needs of the construction sector.

17.2 Amendments may be proposed by cidb, the Chairperson or NBSC members, must be discussed by the Committee and must be submitted to the relevant cidb authority for approval.

18. EFFECTIVE DATE AND ACCEPTANCE

18.1 These Terms of Reference become effective on approval by the cidb Accounting Authority. Members will receive the approved Terms of Reference and will be invited to confirm participation in writing.

18.2 Participation is voluntary and non-remunerated and does not create an employment, consultancy or remuneration relationship between cidb and a member.