

**OBSERVER FORUM REVIEW OF THE RIGHTS
ALLOCATION PROCESS FOR SMALL-SCALE
FISHERIES PERMITS**

MASTER REPORT

FINAL REPORT
REVISION 00

MARCH 2023



**forestry, fisheries
& the environment**

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA



EXECUTIVE SUMMARY

The below table indicates on a high-level how each part of the process scored for this area. Detailed information for each part of the process can be found in the annexure below.

LOCATION	AREA 28
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	100%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	74%
VERIFICATION COMPLIANCE RATING	92%
AVERAGE COMPLIANCE RATING	87%

Table 1-1: Overview of observation

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GLOSSARY OF TERMS AND ABBREVIATIONS

CBO	Community Bases Organisation
Comms	Communications
DFFE	Department of Forestry, Fisheries, and the Environment
RoD	Reason of Decision
SP	Service Provider
SSFM	Small-Scale Fisheries Management
SSF	Small Scale Fisheries
SE	Stakeholder Engagement

1 INTRODUCTION

This chapter will be presented in the following sections:

- Background
- Purpose of the report
- Structure of the report.

1.1 BACKGROUND

In 2016, the former Department of Agriculture, Forestry and Fisheries verified approximately eight thousand four hundred and eighty-eight individuals in fishing communities that expressed interest in small-scale fishery. Thereafter, the Department declared two thousand eight hundred and two individual's small-scale fishers. However, after the announcement of declared small-scale fishers, the Department received several complaints implying that the process followed in the Western Cape was unjust and not transparent. The Minister of Forestry, Fisheries and the Environment, Ms Barbara Creecy ("the Minister"), engaged with various fishing communities and other fisheries stakeholders in the Western Cape to note the challenges faced by fishers and to respond to the concerns raised by the fishers. The fishers showed unhappiness about the entire process in the Western Cape. Subsequently to that, the Department decided to launch an audit on the entire process of verifying and registering fishers in the Western Cape. The findings proved that the process in the Western Cape was ambiguous, unfair, and not transparent and thereby recommended that the Minister should start the process afresh.

The audit report further concluded that the verification criteria used were not in line with the Small-Scale Fisheries Policy, the verification form was ambiguous, the community panel members excluded fishers unfairly and deliberately, officials assessing verification information were not consistent, the service provider did not capture information correctly, and the process followed for the Western Cape (WC) was wholly inadequate and unfair. Furthermore, the audit report concluded that the criteria on the verification form were not clear for fishers to understand. The verification form allowed for inconsistent information and confusion to fishers who were completing the form without assistance. The Criteria (SSF Regulation 4 (1)) were not defined, hence a possibility of ambiguity. In redoing the process, the Department is determined to ensure consistency; hence, the appointment of an observer committee, which will include the recognised Community-Based Organisations (CBOs).

This project involves the observation of the mobilisation, distribution, receipting and verification processes of Small-Scale Fishers in the Western Cape. The purpose of the observer forum is to observe that all processes are adhered to in the manner outlined in the implementation plan. The implementation plan with an additional checklist can be found below.

Delta Built Environment Consultants (Delta BEC) was appointed to ensure the management of the observer committee as well as the documentation, processing and reporting on any documentation that emanates from the observer committee's duties.

1.2 PURPOSE OF REPORT

This report aims to give the reader feedback as to how well the Department of Forestry, Fisheries and the Environment did with following the due procedure set out to issue individuals with small-scale fishing permits fairly. The high-level process that was followed is as follows:

- Step 1: Mobilisation
- Step 2: Distribution
- Step 3: Catch-All Distribution
- Step 4: Mobilisation for Receipting
- Step 5: Receipting
- Step 6: Verification (3 Phases).

Steps 3 and 4 were not part of the original process; these processes were added after step 2 by DFFE as a necessity. The catch-all distribution phase was implemented as DFFE noticed that the number of fishers who collected forms was a lot lower than initially anticipated. The mobilisation for receipting phase was brought in by DFFE for two reasons; firstly, the DFFE wanted to give the fishers who collected during the catch-all phase additional time to get their documentation in order, and secondly, because the fisher representative organisations requested additional time for the fishers to collate their documentation.

Delta BEC is not employed to observe the appeals and final list announcement process. The appeals process will be handled by an external department. Once the appeals process has run its course, the final list will be announced.

The report will include the purpose of each stage, methodology, types of data collected and summaries of the results from the days observed, and detailed checklists and photo evidence will be included as appendices.

1.3 STRUCTURE OF REPORT

The report comprises the following sections:

- Section 2: Approach
- Section 3: Mobilisation
- Section 4: Distribution
- Section 5: Catch-All Distribution
- Section 6: Mobilisation for Receipting
- Section 7: Receipting
- Section 8: Verification

- Section 9: Conclusion

2 APPROACH

The difficulty that the observer forum faces is that the members reside all over the Western Cape and do not have access to office space. Furthermore, the availability of the observers posed a risk as many of the observers are also fishers and, therefore, cannot commit to full-time observing. The solution implemented is one that uses WhatsApp to administer the checklist questions to the observer on the day of the observation. Delta BEC asked the observers a variety of questions throughout the day, to which the relevant observers responded and provided relevant proof for the questions asked. All these conversations and proof received are presented in this report.

3 MOBILISATION

The mobilisation phase of the process refers to the phase where the local fisherman interested in obtaining fishing rights is notified with that the distribution phase (further detailed in section 4) will commence. This communication is done via posters, bulk SMSs and radio broadcasts.

This chapter is detailed in the following sections:

- Overview
- Criteria to be met for distribution to be successful
- Data collected.

3.1 OVERVIEW

The table below presents the findings for the planned start date and the actual start date and elaborates on the observer responsible for this location with his/her comments.

Table 3-1: Mobilisation - Planned start vs Actual start

ITEM	DESCRIPTION
Venue	Proteasdorp Community Hall
Planned Start Date	14 September 2022
Actual Start date	14 September 2022, this date is not definite as the DFFE issue Delta BEC with information retrospectively, this date was deduced by looking at the file name of the photo provided. The photo file name is "IMG-20220914-WA0018 Pringle Bay Mini".
Data collector	DFFE – No specific person from DFFE observed on the day. The information was received in bulk through Sindisa Sigam.
Effect on applicants	The applicants were given one less day to prepare to be at the distribution phase.
Additional Comments	No observer forum had been formed by the time DFFE commenced with mobilisation, therefore, all mobilisation information was received from DFFE officials through pictures which they downloaded from their WhatsApp group chat.

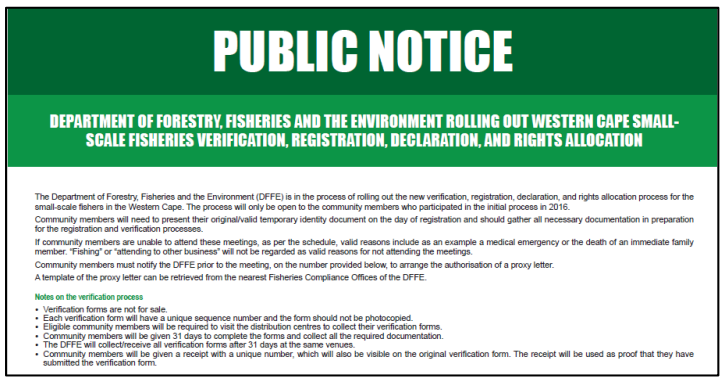
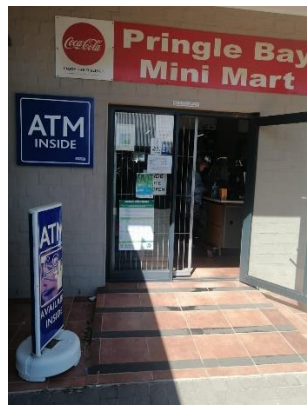
3.2 CRITERIA TO BE MET TO BE SUCCESSFUL

This section presents the posters put up, SMSs sent, and radio broadcasts made by DFFE to communicate the initial timelines to the fishers.

3.2.1 POSTER

The posters were put up at various locations in the vicinity of the main centre where fishers could clearly see them. The posters below (Table 3-2) were also made available online through the DFFE website.

Table 3-2: Mobilisation – Poster criteria to be met

#	CRITERIA TO BE MET	YES/NO	
1	Have posters been designed with the following information:		 <p>PUBLIC NOTICE</p> <p>DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT ROLLING OUT WESTERN CAPE SMALL-SCALE FISHERIES VERIFICATION, REGISTRATION, DECLARATION, AND RIGHTS ALLOCATION</p> <p>The Department of Forestry, Fisheries and the Environment (DFFE) is in the process of rolling out the new verification, registration, declaration, and rights allocation process for the small-scale fishers in the Western Cape. The process will only be open to the community members who participated in the initial process in 2016. Community members will need to present their original/valid temporary identify document on the day of registration and should gather all necessary documentation in preparation for the registration and verification processes.</p> <p>If community members are unable to attend these meetings, as per the schedule, valid reasons include as an example a medical emergency or the death of an immediate family member. 'Fishing' or 'attending to other business' will not be regarded as valid reasons for not attending the meetings. Community members must notify the DFFE prior to the meeting, on the number provided below, to arrange the authorisation of a proxy letter. A template of the proxy letter can be retrieved from the nearest Fisheries Compliance Offices of the DFFE.</p> <p>Notes on the verification process</p> <ul style="list-style-type: none"> • Verification forms are not for sale. • Each verification form will have a unique sequence number and the form should not be photocopied. • Eligible community members will be required to visit the distribution centres to collect their verification forms. • Community members will be given 31 days to complete the forms and collect all the required documentation. • The DFFE will collect/receive all verification forms after 31 days at the same venues. • Community members will be given a receipt with a unique number, which will also be visible on the original verification form. The receipt will be used as proof that they have submitted the verification form.
1.1	<ul style="list-style-type: none"> • Visitation schedule 	Yes	
1.2	<ul style="list-style-type: none"> • Location of the venues 	Yes	
1.3	<ul style="list-style-type: none"> • Dates and times for distribution and receipting 	Yes	
1.4	<ul style="list-style-type: none"> • Documents required for registration 	Yes	
1.5	<ul style="list-style-type: none"> • That forms are free 	Yes	
2	Were the posters put up at the venue and other locations as stated?	N/A	 <p>This image was supplied retrospectively by DFFE and has been placed here under the assumption that they have supplied the correct image</p>

#	CRITERIA TO BE MET	YES/NO	
3	Were the poster put up 2 weeks prior to the distribution phase date?	N/A	

3.2.2 BULK SMS'S

The SMSs were meant to be broadcast to let fishers know about the distribution and receipting process that will take place in the community. The below table indicates the criteria which the DFFE needs to meet to prove that the SMSs were sent and that the correct information was shared.

Table 3-3: Mobilisation - Bulk SMS's criteria to be met

	CRITERIA TO BE MET	YES/NO
1	Have SMSs been sent with the following information:	
1.1	• Visitation schedule	No
1.2	• Location of the venues	No
1.3	• Dates and times for distribution and receipting	No
1.4	• Documents required for registration	No
1.5	• That forms are free	No
2	Was proof provided that the SMS's were sent to the applicants of the area?	No

3.2.3 RADIO BROADCAST

The radio message was to be broadcast to let fishers know about the distribution and receipting process that will take place in the community. The below table indicates the criteria which the DFFE needs to meet to prove that the radio broadcast was made and that the correct information was shared.

Table 3-4: Mobilisation - Radio broadcast criteria to be met

	CRITERIA TO BE MET	YES/NO
1	Radio broadcast communicated the following:	
1.1	• Visitation schedule	No
1.2	• Location of the venues	No
1.3	• Dates and times for distribution and receipting	No
1.4	• Documents required for registration	No
1.5	• That forms are free	No
2	Was a copy of the broadcast message provided?	No

	CRITERIA TO BE MET	YES/NO
3	Was a letter from the radio station provided stating the dates the message aired?	No
4	Is there correspondence from DFFE to the radio stations?	No

3.3 DATA COLLECTED:

This section presents the evidence collected in the form of photos and letters from various service providers.

Table 3-5: Mobilisation - Data collected

DATA COLLECTED	YES/NO
Observer forum feedback forms	No
Letters from various service providers	No

3.3.1 OBSERVER FORUM FEEDBACK FORMS

The observer forum had not yet been established when DFFE commenced with the mobilisation phase. The DFFE noted that they are comfortable to commence with mobilisation without the observer forum present and opted to provide the proof themselves. Due to this no observer forum feedback forms were generated.

3.3.2 LETTERS FROM VARIOUS SERVICE PROVIDERS

Delta BEC requested the DFFE to submit letters from the service providers of the radio station and the SMS broadcasting; these letters will serve as proof of services rendered in a certain area on a certain date and convey the relevant information. This would assist DFFE in providing evidence that protocol was followed, as the observer forum was not established by the time these services were to be rendered.

The DFFE has not retrospectively provided Delta BEC with letters or correspondence from various service providers as proof of sending out SMSs and broadcasting on the radio.

4 DISTRIBUTION

The distribution phase of the process refers to the distribution of application forms to the interested fishers who wish to obtain small-scale fishing licenses. The distribution of the licenses is limited to the applicants who applied for fishing licenses during the 2016 process. This chapter of the reports details the findings from observing the process under the following sections:

- Overview
- Criteria to be met for distribution to be successful
- WhatsApp Messages

4.1 OVERVIEW

The table below presents the findings for the planned start date and the actual start date of the distribution process and elaborates on the observer responsible for this location with his/her comments.



Table 4-1: Distribution - Planned start vs Actual start

ITEM	DESCRIPTION
Venue	Proteasdorp Community Hall
Planned Start Date	29/09/2022
Actual Start Date	30/09/2022
Data collector	Hadley Cloete
Effect on applicants	The project was one day delayed to be completed as committed by the department
Additional Comments	N/A

4.2 CRITERIA TO BE MET FOR DISTRIBUTION TO BE SUCCESSFUL

This section presents the questions asked to the observers via WhatsApp and captures their responses in a table format.

Table 4-2: Distribution -Criteria to be met

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Did the DFFE arrange a venue and date for the collection of verification forms?	Yes	N/A
2	Did the venue open on time?	Yes	N/A
3	Has an attendance register been signed by all parties including the observer forum?	Yes	
4	On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?	Yes	
5	On the date of verification form collection, did the DFFE members explain to fishers that forms can be filled in on the day of verification?	Yes	See above item 4

4.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Proteadorp Community Hall, Hanover Park, to report on the observations made during the day of the distribution process. The conversations held on the WhatsApp group is presented below (Table 4-3: WhatsApp conversation, evidence for Table 4-2 item 1,2,3,4 and 5w, indicating the correspondence received from the observer for the distribution process.

2022/09/23, 14:43 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.

2022/09/23, 14:43 - You created group "Proteadorp Comm Hall OF"

2022/09/30, 08:12 - Hadley Cloete joined using your invite

2022/09/30, 08:12 - Isaac - Delta BEC: Good Morning, this group will be used for communication regarding this venue (Name of the group) and the distribution process taking place here today. We will be asking a series of Yes/No questions, please answer them accordingly. In between the questions we will be asking for photos and be giving space to raise concerns, please answer these questions when prompted.

2022/09/30, 08:56 - Isaac - Delta BEC: Good morning @27715250902 are you at the venue yet?

2022/09/30, 09:28 - Fritz - Delta BEC added Sindisa Sigam

2022/09/30, 09:28 - Fritz - Delta BEC: @27714140671 Hi, Hadley will be late, has the venue opened? Please send photos if it has.

2022/09/30, 09:30 - Sindisa Sigam: IMG-20220930-WA0002.jpg (file attached)

2022/09/30, 09:30 - Sindisa Sigam: IMG-20220930-WA0003.jpg (file attached)

2022/09/30, 09:30 - Sindisa Sigam: Yes

2022/09/30, 09:31 - Isaac - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms?

2022/09/30, 09:33 - Sindisa Sigam: Yes

2022/09/30, 09:34 - Isaac - Delta BEC: Has an attendance register been signed by all parties including the observer forum?

2022/09/30, 09:41 - Sindisa Sigam: Not yet. Colleagues are still assisting people

2022/09/30, 09:42 - Isaac - Delta BEC: Ok, when they are done. May I please have a picture of the signed register?

2022/09/30, 09:43 - Sindisa Sigam: Will do

2022/09/30, 10:47 - Isaac - Delta BEC: @27715250902 are you not at the venue yet?

2022/09/30, 10:59 - Fritz - Delta BEC: @27714140671 Please could you send the number of the team lead for Proteadorp

2022/09/30, 11:00 - Fritz - Delta BEC: we will commence with asking the department the checklist questions until Hadley arrives

2022/09/30, 11:01 - Sindisa Sigam: Andiswa Nota.vcf (file attached)

2022/09/30, 11:01 - Fritz - Delta BEC added Andiswa Nota

2022/09/30, 11:02 - Fritz - Delta BEC: @27715556838 Please commence with the checklist until Hadley arrives

2022/09/30, 11:02 - Isaac - Delta BEC: Ok

2022/09/30, 11:03 - Isaac - Delta BEC: @27636160085 Was the venue open on time?

2022/09/30, 11:12 - Isaac - Delta BEC: Good morning @27715250902

2022/09/30, 11:12 - Hadley Cloete: Please forgive me. I'm on my way. Had to work last night. Also will only be able to attend and serve for a short time as I explained I have to go work again today

2022/09/30, 11:13 - Isaac - Delta BEC: All good, Andiswa will assist us for now.

2022/09/30, 11:19 - Hadley Cloete: pp<

2022/09/30, 11:22 - Fritz - Delta BEC: @27714140671 We are unable to get hold of Andiswa, please could you let them know to check their whatsapps

2022/09/30, 11:38 - Sindisa Sigam: She is currently busy assist fishers by the door. I will let her now

2022/09/30, 11:38 - Sindisa Sigam: Know

2022/09/30, 11:45 - Andiswa Nota: My apologies, I am here

2022/09/30, 11:45 - Andiswa Nota: Yes

2022/09/30, 11:49 - Isaac - Delta BEC: @27636160085 may I proceed with my questionnaire?

2022/09/30, 11:50 - Isaac - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms?

2022/09/30, 11:51 - Andiswa Nota: Yes

2022/09/30, 11:51 - Andiswa Nota: Yes

2022/09/30, 11:51 - Isaac - Delta BEC: Has an attendance register been signed by all parties including the observer forum?

2022/09/30, 11:52 - Andiswa Nota: Yes

2022/09/30, 11:53 - Isaac - Delta BEC: May I have an image of it, please.

2022/09/30, 11:54 - Andiswa Nota: Session 1 is signing out, I will send it after

2022/09/30, 11:55 - Isaac - Delta BEC: Ok

2022/09/30, 12:12 - Hadley Cloete: IMG-20220930-WA0041.jpg (file attached)

2022/09/30, 12:16 - Hadley Cloete: I was too late I'm sorry

2022/09/30, 12:16 - Isaac - Delta BEC: @27715250902 can you please take a picture of the register after signing

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0042.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0043.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0044.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0055.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0054.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0045.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0053.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0052.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0046.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0051.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0047.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0050.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0048.jpg (file attached)

2022/09/30, 12:19 - Andiswa Nota: IMG-20220930-WA0049.jpg (file attached)

2022/09/30, 12:20 - Hadley Cloete: Sindisa is there. I already left. The meeting is out already. At all times I try to keep my integrity. To go back now and sign the register as if I attended the meeting but I know I didn't would go against principal don't you think. I hope can understand my reasoning. Anyway good luck guys and keep up the good work. Unfortunately I have to first consider my families needs

2022/09/30, 12:21 - Hadley Cloete: Stay well

2022/09/30, 12:21 - Hadley Cloete left

2022/09/30, 12:23 - Isaac - Delta BEC: On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?

2022/09/30, 12:34 - Andiswa Nota: Yes

2022/09/30, 12:36 - Isaac - Delta BEC: On the date of verification form collection, did the DFFE members explain to fishers that forms can be filled in on the day of verification?

2022/09/30, 13:18 - Andiswa Nota: Explain how they can be filled in?

Yes

2022/09/30, 13:20 - Isaac - Delta BEC: May I have pictures of officials engaging with the people explaining how form should be filled in

2022/09/30, 13:21 - Andiswa Nota: IMG-20220930-WA0057.jpg (file attached)

1st big session

2022/09/30, 13:21 - Andiswa Nota: IMG-20220930-WA0058.jpg (file attached)

Smaller group sessions

2022/09/30, 13:22 - Andiswa Nota: IMG-20220930-WA0059.jpg (file attached)

Signing in prior to explanation

2022/09/30, 13:28 - Isaac - Delta BEC: Are there any further comments or concerns regarding the above questions?

2022/09/30, 13:40 - Andiswa Nota: None thus far

2022/09/30, 14:45 - Isaac - Delta BEC: IMG-20220928-WA0033.jpg (file attached)

Hi, @27636160085, if throughout the day any of the above criteria is not met please do let us know. If there are any other concerns with the process please bring them to our attention as they happen.

2022/09/30, 15:53 - Andiswa Nota: None thus far. Everything is good

Table 4-3: WhatsApp conversation, evidence for Table 4-2 item 1,2,3,4 and 5

5 CATCH-ALL DISTRIBUTION

During the distribution phase DFFE noted that the number of forms collected were low compared to the number of applicants from 2016. The DFFE noted that this was due to varying reasons but wanted to give fishers another chance to collect. As a result, DFFE ran a second distribution phase, this distribution phase did not go to each venue, but went to central venues in the larger regions where fishers from surrounding areas could collect their forms. The dates of this process were advertised via SMS's. This chapter of the reports detail the findings from observing the process under the following sections:

- Overview
- Criteria to be met for distribution to be successful
- Data collected

5.1 OVERVIEW

The table below presents the findings for the venue, date, and data collector of the catch-all distribution process.

Table 5-1: Catch-All Distribution - Date and Venue

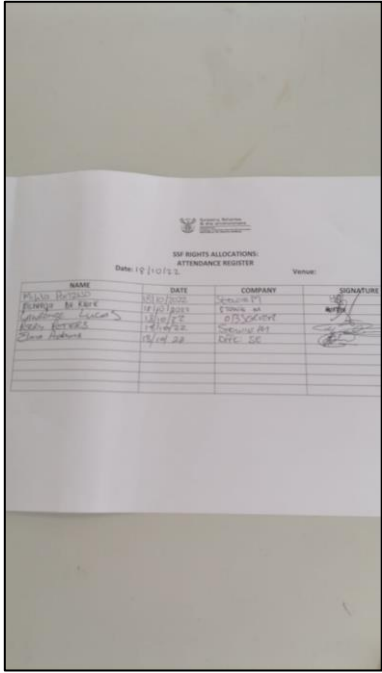

ITEM	DESCRIPTION
Venue	Hermanus New Harbour Multipurpose Centre
Date	18 October 2022
Data Collection	Lawrence Lucas – Observer Forum


5.2 CRITERIA TO BE MET FOR CATCH-ALL DISTRIBUTION TO BE SUCCESSFUL

This section presents the questions asked to the observers via WhatsApp and captures their responses in a table format.

Table 5-2: Distribution -Criteria to be met

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Did the DFFE arrange a venue and date for the collection of verification forms?	Yes	
2	Did the venue open on time?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE																								
3	Has an attendance register been signed by all parties including the observer forum?	Yes	 <p>The photograph shows a document titled "SIF RIGHTS ALLOCATION ATTENDANCE REGISTER" with a date of 14/07/2023. The document contains a table with the following columns: NAME, DATE, COMPANY, and SIGNATURE. The table is filled with handwritten entries and signatures.</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>DATE</th> <th>COMPANY</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> <tr> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> <tr> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> <tr> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> <tr> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> </tbody> </table>	NAME	DATE	COMPANY	SIGNATURE
NAME	DATE	COMPANY	SIGNATURE																								
...																								
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4	On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?	Yes	 <p>The photograph shows a group of people sitting in a room, likely a meeting or training session. There are several people sitting in black plastic chairs arranged in a circle. A whiteboard is visible in the background. The room has a tiled floor and a window.</p>																								

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
5	On the date of verification form collection, did the DFFE members explain to fishers that forms can be filled in on the day of verification?	Yes	 A photograph showing a group of approximately 15 people sitting in a circle on a tiled floor in a large, open-plan room. The room has a high ceiling with exposed metal beams and fluorescent lighting. There are windows in the background and a whiteboard on the wall. The people appear to be engaged in a meeting or training session.

5.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Hermanus New Harbour Multipurpose Centre to report on the observations made during the day of the catch-all distribution process. The conversations held on the WhatsApp group is presented below, indicating the correspondence received from the observer for the distribution process.

Table 5-3: Catch-All Distribution - WhatsApp messages

2022/10/17, 11:55 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.
2022/10/17, 11:55 - You created group "C-A:D. Kalk Bay Hall "
2022/10/17, 11:56 - You changed the subject from "C-A:D. Kalk Bay Hall " to "C-A:D. Kalk Bay Holy Trin"
2022/10/17, 12:48 - You changed the subject from "C-A:D. Kalk Bay Holy Trin" to "C-A:D. Hermanus New Harbr"
2022/10/17, 12:56 - You added Lawrence Lucas
2022/10/18, 09:08 - Lawrence Lucas: Morning
2022/10/18, 09:08 - Lawrence Lucas: IMG-20221018-WA0000.jpg (file attached)
2022/10/18, 09:08 - Isaac - Delta BEC: Good morning Lawrence
2022/10/18, 09:13 - Isaac - Delta BEC: Good Morning @27833440582 , this group will be used for communication regarding this venue Hermanus, and the distribution process taking place here today. We will be asking a series of *Yes/No* questions, please answer them accordingly. In between the questions we will be asking for photos and be giving space to raise concerns, please answer these questions when prompted.
2022/10/18, 09:15 - Isaac - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms? Yes or No
2022/10/18, 09:16 - Lawrence Lucas: Yes
2022/10/18, 09:17 - Isaac - Delta BEC: May I please have a picture.
2022/10/18, 09:18 - Lawrence Lucas: IMG-20221018-WA0001.jpg (file attached)
2022/10/18, 09:18 - Isaac - Delta BEC: Did the process commence on time? Yes or No
2022/10/18, 09:19 - Lawrence Lucas: Yes
2022/10/18, 09:19 - Isaac - Delta BEC: May I please have a picture.
2022/10/18, 09:20 - Lawrence Lucas: IMG-20221018-WA0002.jpg (file attached)
2022/10/18, 09:20 - Lawrence Lucas: IMG-20221018-WA0003.jpg (file attached)

2022/10/18, 09:21 - Isaac - Delta BEC: Has the attendance register been signed by all parties including the observer forum? Yes or No

2022/10/18, 09:30 - Lawrence Lucas: Yes

2022/10/18, 09:31 - Lawrence Lucas: IMG-20221018-WA0004.jpg (file attached)

2022/10/18, 09:32 - Isaac - Delta BEC: Does the department have a list with all the names of all the fisher's from 2016? And are verification forms being handed out to the fisher's on the list? Yes or No

2022/10/18, 09:39 - Lawrence Lucas: Yes

2022/10/18, 09:39 - Lawrence Lucas: IMG-20221018-WA0005.jpg (file attached)

2022/10/18, 09:39 - Lawrence Lucas: IMG-20221018-WA0006.jpg (file attached)

2022/10/18, 10:01 - Isaac - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/18, 10:05 - Lawrence Lucas: No

2022/10/18, 10:05 - Isaac - Delta BEC: On the date of verification form collection, did the DFFE member's explain to fishers how to fill in the forms? Yes or No

2022/10/18, 10:08 - Lawrence Lucas: Yes

2022/10/18, 10:08 - Lawrence Lucas: IMG-20221018-WA0007.jpg (file attached)

2022/10/18, 10:08 - Lawrence Lucas: IMG-20221018-WA0008.jpg (file attached)

2022/10/18, 10:11 - Isaac - Delta BEC: On the date of verification form collection, did the DFFE member's explain to fishers that forms can be filled in on the day of verification? Yes or No

2022/10/18, 10:18 - Lawrence Lucas: Yes

2022/10/18, 10:20 - Isaac - Delta BEC: Please send a picture.

2022/10/18, 10:21 - Lawrence Lucas: IMG-20221018-WA0009.jpg (file attached)

2022/10/18, 10:21 - Isaac - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/18, 10:22 - Lawrence Lucas: No

2022/10/18, 10:24 - Isaac - Delta BEC: You deleted this message

2022/10/18, 11:23 - Isaac - Delta BEC: IMG-20221007-WA0110.jpg (file attached)

Hi, @27833440582 , if throughout the day any of the above criteria is not met please do let us know. If there are any other concerns with the process please bring them to our attention as they happen.

2022/10/18, 11:35 - Lawrence Lucas: Ok

2022/10/18, 12:21 - Lawrence Lucas: Just want 2 know if there is a list for Botrivier because no list here for Botrivier and we have people from that place

2022/10/18, 12:26 - Isaac - Delta BEC: @27714140671 can you please answer?

2022/10/18, 12:26 - Lawrence Lucas: Stanley Peter Perrang

2022/10/18, 12:27 - Isaac - Delta BEC: Can you ask an official that is there to assist you?

2022/10/18, 12:27 - Lawrence Lucas: Loadshedding here and people can't use laptops

2022/10/18, 12:28 - Isaac - Delta BEC: Oh till what time is there loadshedding?

2022/10/18, 12:28 - Lawrence Lucas: 14h30

2022/10/18, 12:29 - Isaac - Delta BEC: So the officials there cannot help you with the list because they can't use the laptops? Will they be able to help when the power is back?

2022/10/18, 12:29 - Lawrence Lucas: Yes

2022/10/18, 12:30 - Isaac - Delta BEC: 👍

2022/10/18, 12:31 - Lawrence Lucas: Is it possible that 1of the deff officials on this group can maybe check

2022/10/18, 12:31 - Isaac - Delta BEC: I have asked @27714140671, he will attend to this when he gets a chance.

2022/10/18, 12:44 - Sindisa Sigam: Hi Colleagues, yes Stanley Perrang is in the list of Botriver

2022/10/18, 12:45 - Lawrence Lucas: Thanks sorted

2022/10/18, 14:36 - Fritz - Delta BEC: Hi Lawrence, how are things at the venue?

2022/10/18, 14:36 - Lawrence Lucas: Very very very still

2022/10/18, 15:16 - Lawrence Lucas: A guy from kalkbay in hermanus can he collect here

2022/10/18, 15:17 - Lawrence Lucas: Everett schubert

2022/10/18, 15:17 - Isaac - Delta BEC: @27714140671 can you answer this question?

2022/10/18, 15:51 - Isaac - Delta BEC: @27833440582 is everything finished now?

2022/10/18, 15:53 - Lawrence Lucas: PTT-20221018-WA0023.opus (file attached)

2022/10/18, 15:53 - Isaac - Delta BEC: Ok

2022/10/18, 15:54 - Lawrence Lucas: IMG-20221018-WA0024.jpg (file attached)

2022/10/18, 15:54 - Lawrence Lucas: PTT-20221018-WA0025.opus (file attached)

2022/10/18, 15:55 - Isaac - Delta BEC: Thanks for your assistance guys.

6 MOBILISATION FOR RECEIPTING

During the distribution phase, the DFFE noted that they got multiple requests from fisher Non-profit Organisation's (NPO) to extend the time between the distribution and receipting dates. The NPOs noted that the fishers required more time to get their supporting documentation together. The DFFE agreed to push the receipting dates out and, in turn, proceeded to arrange a mobilisation for receipting process. The mobilisation for the receipting process included going to the venues and putting up posters that advertised the new dates for the receipting process.

Delta BEC was put on WhatsApp groups with DFFE members who would send photos of the posters at the venues as evidence that it has been put up.

6.1 OVERVIEW

The table below presents the findings for the venue, the originally planned start date and the updated planned start date of the mobilisation for the receipting process.

Table 6-1: Mobilisation for Receipting - Overview of the process

ITEM	DESCRIPTION
Venue	Proteasdorp Community Hall
Date new poster was put up	01/12/2022
Original Planned Start Date	03/11/2022
Updated Planned Start Date	06/12/2022

6.2 NEW POSTER

The below poster (Figure 6-1) is the new poster that advertised the updated date that receipting will take place. Figure 6-1 shows the digital poster, whereas Figure 6-2 shows the physical poster in the areas.

SOUTH COAST (OVERBERG)			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Vermaaklikheid/ Riversdale/ San Sebastian	Slangrivier Community Hall	13 December 2022	09:00 -16:00
Slangrivier			
Gouritzmond	Gouritzmond Community Hall	12 December 2022	09:00 -16:00
Stilbaai	Stilbaai Community Hall	14 December 2022	09:00 -16:00
Melkhoufontein			
Stanford	Kiewiet Hall	08 December 2022	09:00 -16:00
Arniston/Waenhuiskraans	Arniston Community Hall	15 December 2022	09:00 -16:00
Bredasdorp	Bredasdorp Thusong Centre	12 December 2022	09:00 -16:00
Struisbaai	Struisbaai Community Hall	13 December 2022	09:00 -16:00
Elim	Elim Community Hall	14 December 2022	09:00 -16:00
Buffelsjagbaai	Buffelsjag Community Hall	15 December 2022	09:00 -16:00
Eluxolweni	Eluxolweni Community Hall	05 December 2022	09:00 -16:00
Masakhane (Gansbaai)	Masakhane Community Hall	06 December 2022	09:00 -16:00

SOUTH COAST (OVERBERG)			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Blompark	Blompark VGK/ URC Hall	07 December 2022	09:00 -16:00
Hawston	Hawston Thusong Centre	09 December 2022	09:00 -16:00
Paradise Park			
Westdene	Hermanus Multi-Purpose Centre	09 December 2022	09:00 -16:00
Zwellithe			
Ml Pleasant			
Kleinmond	Proteadorp Community Hall	06 December 2022	09:00 -16:00
Pringle Bay			
Betty's Bay			

For more information, please contact: 021 402 3614.

Figure 6-1: Mobilisation for Receiving – New poster

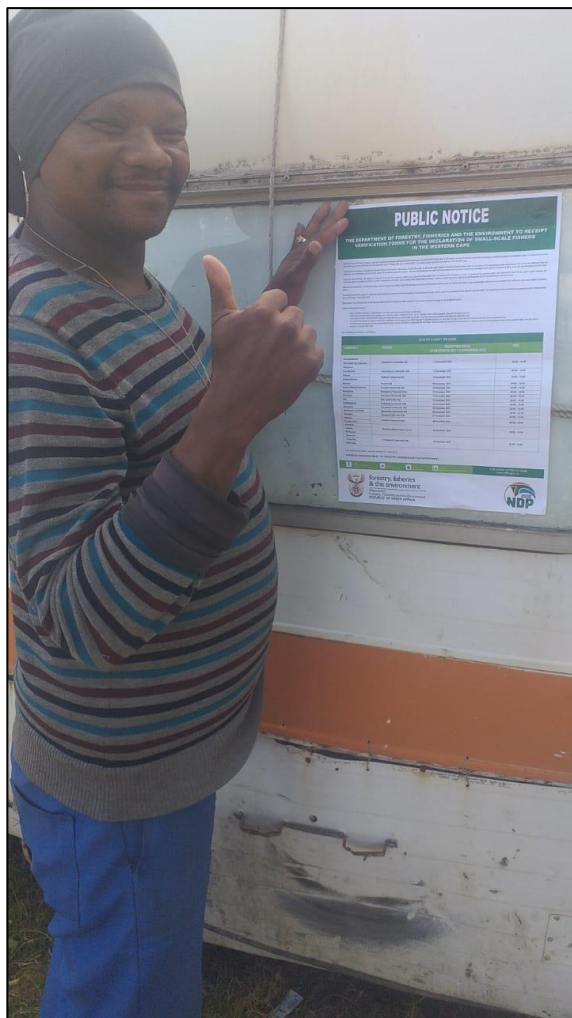


Figure 6-2: Mobilisation for Receiving – Poster at venue

7 RECEIPTING

7.1 OVERVIEW

The table below presents the findings for the planned start date, the actual start date and elaborates on the observer responsible for this location with his/her comments.

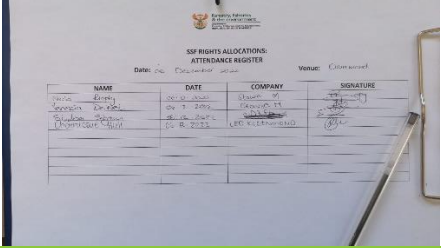

Table 7-1: Receipting - Planned start vs Actual start




ITEM	DESCRIPTION
Venue	Proteasdorp Community Hall
Original Planned Start Date	03/11/2022
Updated Planned Start Date	06/12/2022
Actual Start Date	06/12/2022
Data collector	Sindisa Sigam Nobody from the observer forum was able to assist.
Effect on applicants	The project is delayed according to the original start date which means that the applicants will have to wait longer to know the outcome of the process and whether they will be receiving a permit. The delay was caused by fisher representing organisations requesting to have more time for the fishers to fill in the forms.
Additional Comments	Due to the fisher organisations requests to move the receipting dates later, DFFE implemented a mobilisation for the receipting process whereby they went to the area and put-up new posters indicating the new dates. The above "Updated Start Date" refers to the new start date according to the updated dates.


7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL

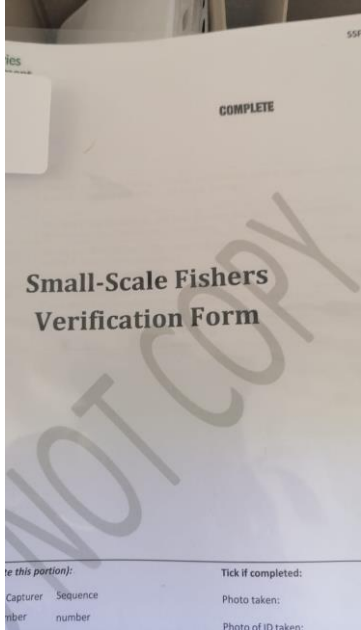
This section presents the questions asked to the observers via WhatsApp and captures their responses in a table format.

Table 7-2: Receipting - Criteria to be met

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Was the venue opened at 08:30?	Yes	N/A
2	Is there an attendance register for the DFFE team and observer forum?	Yes	
3	Have you signed the attendance register? (Send a Photo of the register you and the service provider signed)	Yes	See above item 2
4	Is there an attendance register for the fishers to sign?	Yes	
5	Are there electronic and paper copies of the registered fishers?	Yes	See above item 4 for the paper copy
6	Is there an electronic checklist?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
7	Is there a stamp pad for complete or incomplete forms?	Yes	
8	Are there receipt books?	Yes	
9	Are there laptops set up?	Yes	
10	Do the laptops have internet connection? (Ask the laptop operator to open google)	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
11	Is there a video camera set up?	Yes	N/A
12	Are there clearly labelled boxes for storing the applications?	Yes	
13	Has the service provider explained the procedure of the day to the fishers?	Yes	N/A
14	Are fishers being guided to data capture?	Yes	See above item 9
15	Are the data capture friendly?	Yes	N/A
16	Are fishers' forms being marked with a big "R" if they are registered on the database?	No	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
17	Are the data capturers going through the applications to ensure that they are complete?	Yes	
18	Are the data capturers adding a thumbprint where applicants have not signed?	Yes	N/A
19	Are the data capturers filling in the electronic checklist?	Yes	N/A
20	Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers' forms after checking them?	Yes	See above item 17
21	Are data capturers completing the first part of the fisher's application forms?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
22	Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.	Yes	N/A
23	Are the data capturers stapling all the fisher's documentation?	Yes	N/A
24	Are the data capturers placing the stapled documentation in the labelled box next to them?	Yes	See above item 12
25	Are there Stowie-M and DFFE team leaders assisting and explaining to the fishers how the process work and facilitating any questions?	Yes	N/A
26	Did the venue close at 16:00?	No	N/A

7.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Hermanus Multi-Purpose Centre to report on the observations made during the day of the receipting process. The conversations held on the WhatsApp group are presented below (Table 7-3: Receipting - WhatsApp), indicating the correspondence received from the observer for the receipting process.

Table 7-3: Receipting - WhatsApp

2022/12/02, 11:19 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.

2022/12/02, 11:19 - You created group "Proteadorp Com Receipting"

2022/12/05, 10:22 - Fritz - Delta BEC added Hadley Cloete and Sindisa Sigam

2022/12/05, 10:22 - Fritz - Delta BEC: @27715250902 , we would just like to confirm your attendance in advance at Proteadorp Community Hall for Tomorrow @ 08:30. Thank you for your participation.

2022/12/05, 13:21 - Hadley Cloete: <Media omitted>

2022/12/05, 13:46 - Hadley Cloete: <Media omitted>

2022/12/05, 14:41 - Fritz - Delta BEC: Are you confirming that you will be available tomorrow as at the courts today or will you be at court tomorrow again?

2022/12/05, 16:39 - Hadley Cloete: Hi yes unfortunately I won't be able to attend tomorrow because I have to be back here at court

2022/12/06, 08:08 - Isaac - Delta BEC: Hi Observer Team, thank you for serving your community by agreeing to observe today. This group will be used for communication regarding the venue Proteadorp Community Hall, and the receipting process taking place here today. We will be asking a series of "Yes"/"No" questions, please answer them when prompted. In between the questions we will be asking for photos and being given an opportunity to raise concerns, please answer these questions when prompted. They are important for the adequate observation of the DFFE processes.

Please remember that you as the observer are only there to observe and not to make decisions on who gets accepted or not. Please report any concerns via the WhatsApp group so that DFFE can be notified and try to rectify or address the concern as soon as possible.

2022/12/06, 08:08 - Isaac - Delta BEC: Good morning @27714140671

Our OF member cannot make it today, can you please organize a DFFE member to assist at this venue today, please?

2022/12/06, 08:33 - You removed Hadley Cloete

2022/12/06, 13:23 - Fritz - Delta BEC:	Hi Sindisa, if the venues is slowing down at the moment is it now possible for a DFFE member to assist with the observations?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.1	Was the venue opened at 08:30?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.2	Is there an attendance register for the DFFE team and observer forum?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.3 (Send a Photo of the register you signed)	Have you signed the attendance register?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.4	Is there an attendance register for the fisers to sign?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.5	Are there electronic and paper copies of the registered fishers?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.6	Is there an electronic checklist?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.7	Is there a stamp pad for complete or incomplete forms?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.8	Are there receipt books?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.9	Are there laptops set up?
2022/12/06, 13:29 - Fritz - Delta BEC: 2.10 (Ask thelaptop operator to open google)	Do the laptops have internet connection?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.11	Is there a video camera set up?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.12	Are there clearly labelled boxes for storing the applications?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.13	Has the service service provider explained the procedure of the day to the fishers?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.14	Are fishers being guided to data capturers?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.15	Are the data capturrers friendly?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.16	Are fishers forms being marked with a big "R" if they are registered on the database?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.17	Are the data capturers going through the applications to ensure that they are complete?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.18	Are the data capturers adding a thumbprint where applicants have not signed?
2022/12/06, 13:30 - Fritz - Delta BEC: 2.19	Are the data capturers filling in the electronic checklist?

2022/12/06, 13:30 - Fritz - Delta BEC: 2.20 Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it?

2022/12/06, 13:30 - Fritz - Delta BEC: 2.21 Are data capturers completing the first part of the fishers application forms?

2022/12/06, 13:30 - Fritz - Delta BEC: 2.22 Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.

2022/12/06, 13:30 - Fritz - Delta BEC: 2.23 Are the data capturers stapling all the fishers documentation?

2022/12/06, 13:30 - Fritz - Delta BEC: 2.24 Are the data capturers placing the stapled documentation in the labelled box next to them?

2022/12/06, 13:30 - Fritz - Delta BEC: 2.25 Did the venue close at 16:00?

2022/12/06, 14:06 - Sindisa Sigam: No. Venue changed this morning. It was officially opened at 9h10.

2022/12/06, 14:07 - Sindisa Sigam: <Media omitted>

2022/12/06, 14:08 - Sindisa Sigam: <Media omitted>

2022/12/06, 14:09 - Sindisa Sigam: <Media omitted>

2022/12/06, 14:09 - Sindisa Sigam: Yes

2022/12/06, 14:10 - Sindisa Sigam: There is no electronic checklist

2022/12/06, 14:10 - Sindisa Sigam: <Media omitted>

2022/12/06, 14:11 - Sindisa Sigam: Yes,

2022/12/06, 14:11 - Sindisa Sigam: <Media omitted>

2022/12/06, 14:12 - Sindisa Sigam: <Media omitted>

2022/12/06, 14:12 - Sindisa Sigam: Yes

2022/12/06, 14:15 - Sindisa Sigam: Yes

2022/12/06, 14:15 - Sindisa Sigam: Yes

2022/12/06, 14:16 - Sindisa Sigam: No. They only mark Unregistered ones with "Un".

2022/12/06, 14:16 - Sindisa Sigam: Yes, at the door

2022/12/06, 14:17 - Sindisa Sigam: Yes. They are capturing the online form

2022/12/06, 14:17 - Sindisa Sigam: <Media omitted>

2022/12/06, 14:18 - Sindisa Sigam: Yes

2022/12/06, 14:18 - Sindisa Sigam: Yes

2022/12/06, 14:18 - Sindisa Sigam: Yes. And putting them in sleeves

2022/12/06, 14:20 - Sindisa Sigam: <Media omitted>

2022/12/06, 15:36 - Isaac - Delta BEC: 2.18 Are the data capturers adding a thumbprint where applicants have not signed?

2022/12/06, 15:47 - Isaac - Delta BEC: 2.10 Do the laptops have internet connection? (Ask the laptop operator to open google)

2022/12/06, 15:47 - Isaac - Delta BEC: 2.11 Is there a video camera set up?

2022/12/06, 15:48 - Isaac - Delta BEC: 2.12 Are there clearly labelled boxes for storing the applications?

2022/12/06, 15:48 - Sindisa Sigam: Yes. They are capturing the forms on an online system

2022/12/06, 16:05 - Isaac - Delta BEC: Did the venue close at 16:00?

2022/12/06, 17:33 - Sindisa Sigam: Venue still open

2022/12/06, 17:34 - Sindisa Sigam: Thumb print was not needed today as all applicants signed

2022/12/06, 17:34 - Sindisa Sigam: Yes

2022/12/06, 17:34 - Sindisa Sigam: Yes

8 VERIFICATION

8.1 OVERVIEW

The verification process is where the DFFE team goes through each application to assess whether they are successful or not. The successful applicants then get placed on a list, whereas the unsuccessful applicants will receive reason of decision (RoD) letters and get the opportunity to appeal.

The protocol that the DFFE team issued to be followed was initially changed in January 2023. The updated protocol indicates that there will no longer be a moderation team and that there will only be assessment and quality control teams.

The DFFE noted that they have set out two weeks to complete the verification process and issue the successful applicants list. It should be noted that the DFFE team was not able to complete the verification process in the timeframe they had initially set out to.

Initially, the DFFE was going to have 3 teams to assess applications. On the day the process commenced, the DFFE indicated that they would have 6 teams.

8.2 OBSERVER FORUM INVOLVEMENT

DFFE specifically noted that they would prefer to have Delta BEC employees as observers due to the sensitive nature of the information that is being reviewed. Due to budgetary constraints, the Delta BEC is unable to observe after 10 February 2023.

It has been noted that the DFFE team will continue to record all the sessions through Stowie-M who is providing a recording service.

8.3 ASSESSMENT TEAM

The table below presents the findings for the region, start date, and end date and elaborates on the observer responsible for this location with his/her comments.

Table 8-1: Verification– Overview

ITEM	DESCRIPTION
Region	SC/SCC
Actual Start Date	25 January 2023
End Date	Delta BEC's appointment ends on 10 February 2023. DFFE will continue with the verification process
Observer	Delta BEC

8.3.1 CRITERIA TO BE MET FOR THE VERIFICATION PHASE TO BE SUCCESSFUL

This section presents the questions asked to the observers via WhatsApp and captures their responses in a table format.

Table 8-1: Verification - Criteria to be met

DATE	TEAM	OBSERVER	ATTENDANCE*	CHECKING COMPLETENESS*	IS THE ASSESSMENT TEAM MARKING THE VERIFICATION FORMS AS EITHER "COMPLETE" OR "INCOMPLETE"?	SUCCESSFUL OR UNSUCCESSFUL*	RESERVED APPLICATIONS*	IS THE ASSESSMENT TEAM PROVIDING DETAILED REASONS FOR THE OUTCOMES OF THE APPLICATIONS?	IS THE ASSESSMENT TEAM CAPTURING ALL INFORMATION AND OUTCOMES ON AN ELECTRONIC DATABASE FOR EVERY APPLICANT, COMMUNITY AND REGION?
25-JAN-23	TEAM: 1, 2, 3	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
26-JAN-23	TEAM 3	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
27-JAN-23	TEAM 3	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
30-JAN-23	TEAM 3A	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
31-JAN-23	TEAM 3A	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
01-FEB-23	TEAM 3A	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
02-FEB-23	TEAM 3A	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
03-FEB-23	TEAM 3A	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	YES	YES	YES	YES	YES	YES	YES
06-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
07-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES

		IRLON CLEOPHAS							
08-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
09-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
10-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
*Attendance	<p>Are the following team members at the assessment day:</p> <ul style="list-style-type: none"> • Team leader (SSFM Deputy Director) • Fisheries community development worker (FCDW) • Secretariat (Stowie-M) • Observer <p>Ensure the Delta BEC attendance register is signed. There needs to be a new attendance register for every day of the verification process.</p>								
*Checking completeness	<p>Is the DFFE checking the following criteria of the applications?:</p> <ul style="list-style-type: none"> • the verification form is signed by the applicant; • all Required Questions (with three asterisk ***) are completed; • all required supporting documents in line with the criteria are attached. 								
*Successful or unsuccessful	<p>Is the assessment team marking the verification forms as either "Successful" or "Unsuccessful" based on the 4 qualifying criteria as well as the success criteria decided in 1.2?</p> <p>Confirm what the 4 qualifying criteria are.</p> <ul style="list-style-type: none"> • SA citizen • 18 years or older • At least 10 years accumulative experience • Majority of livelihood should be dependent on small scale fishing 								
*Reserved applications	<p>Where the assessment team is unable to make a decision whether a verification form is "complete"/"incomplete" or "successful"/"unsuccessful", are they marking those applications as "Reserved"?</p>								

8.3.1.1 Issues

Table 8-2: Coments and Issues

#	DATE	TEAM	COMMENTS/ISSUES
01	25 JAN 2023	TEAM 1, 2, 3	The team did not get through the 50 pilot applications as planned. Going through the applications took a lot longer than expected and the team only got through 4. The team discussed potentially difficult scenarios and agreed on how to move forward from them, this was noted on a documented by DFFE.
02	26 JAN 2023	TEAM 1, 2, 3	There was no space for the teams to mark an application either "Complete" or "Incomplete". The observer forum raised this, and Abongile made the adjustment on the google forms.
03	02 FEB 2023	TEAM 1, 2, 3	The team agreed to go through all the applications that were previously marked as unsuccessful. The review of these applications came about due to the change in the "issues to consider" document. The changes came about during a plenary meeting.
04	06 FEB 2023	TEAM 1A	No FCDW present.
05	06 FEB 2023	TEAM 1B	No FCDW present
06	07 FEB 2023	TEAM 1A	No FCDW present.
07	07 FEB 2023	TEAM 1B	No FCDW present. Teams finished early due to there not being water in the building.
08	08 FEB 2023	TEAM 1A	No FCDW present. The camera used to record the meeting has a full memory, recording took place through Microsoft teams. For a portion of the day the deputy directors left for a meeting. Some of the teams continued assessing applications without the deputy directors present.
09	09 FEB 2023	TEAM 1A	No FCDW present.
10	09 FEB 2023	TEAM 1B	No FCDW present.
11	10 FEB 2023	TEAM 1A	No FCDW present.
12	10 FEB 2023	TEAM 1B	No FCDW present.

8.3.2 DATA COLLECTED:

This section presents the evidence collected in the form of attendance registers, photos, and signed observation checklists.

Table 8-3: Verification - Data collected

#	DATA COLLECTED	YES/NO
1	Attendance register	Yes
2	Photos	Yes
3	Checklist signed by all parties involved	Yes

8.3.2.1 Attendance register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	26/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment of Verification Forms				
VENUE	Foremost Building, 3 rd floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Gololo	Email	Wgololo@dffe.gov.za		
Company	DFFE	Mobile	068 294 45967		
Designation	TECHNICAL ASSISTANT - ADMIN	Office	021 402 3060		
Name	ZUKISA Mpayipeli	Email	wcssf2c@gmail.com		
Company	Stowis-M	Mobile	079 4660290		
Designation	Secretary	Office			
Name	Nkhaliseng Sgesengwe	Email	Nkhaliseng@dffe.gov.za		
Company	DFFE	Mobile	083 37021 400 5726		
Designation	Team Co-ordinator	Office	021 402 3726		
Name	Elmo Adams	Email	Elmo@dffe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	TECH MEMBER	Office			
Name	ANDISWA Ntsh	Email	antsh@dffe.gov.za		
Company	DFFE	Mobile	0636160055		
Designation	DEVELOP	Office			

Figure 8-1: Verification - 26/01/2023 Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	27-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:30		
MEETING TYPE	Assessment				
VENUE	Foremost Building, 3 rd floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Botumelo Gama - Nxumalo	Email	bhukana@gmail.com		
Company	DEPT. FORESTRY, FISHERIES AND THE ENVIRONMENT	Mobile	082 692 0177		
Designation	FOUN. TECHNICAL SUPPORT	Office	Mossie B.M		
Name	PULENG Gololo	Email	Wgololo@dffe.gov.za		
Company	DFFE	Mobile	068 294 5767		
Designation	SENIOR ADMIN CLERK	Office	FISHERIES BRANCH		
Name	ZUKISA Mpayipeli	Email	wcssf2c@gmail.com		
Company	Stowis-M	Mobile	079 4660290		
Designation	Secretary	Office			
Name	Nkhaliseng Sgesengwe	Email	Nkhaliseng@dffe.gov.za		
Company	DFFE	Mobile	083 274 6103		
Designation	Team Co-ordinator	Office	FISHERIES BRANCH		
Name	Elmo Adams	Email	Elmo@dffe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	FOUN. TECH SUPPORT	Office			
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ANDISWA Ntsh	Email	Antsh@dffe.gov.za		
Company	DFFE	Mobile	063 616 0055		
Designation	DEVELOP	Office			
Name	Irion Cleaphes	Email	Cleaphes.rj		
Company	Delabec	Mobile	061 282065		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-2: Verification - 27/01/2023 Attendance Register

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Main Boardroom - 5 th Floor Forestry Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nhlambile Nkosi	Email	ANNKOSI@dppe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	Co-Chairperson	Office	Forestry		
Name	Nozuko Mthokota	Email	NMthokota@dppe.gov.za		
Company	DFPE	Mobile	083 7045 227		
Designation	Secretary	Office	East London		
Name	Mawsondo Mhambatsi	Email	Mmawsondo@dppe.gov.za		
Company	DFPE - SE	Mobile	071 307 2272		
Designation	TECHNICAL ADVISER	Office	PRETORIA		
Name	I-Lan Clephas	Email	Clephasij@gmail.com		
Company	Deltabec	Mobile	061 2330065		
Designation	Observer	Office			
Name	Thabiso Buthelezi	Email	Tbuthelezi@dppe.gov.za		
Company	DFPE	Mobile	061 2524780		
Designation	Driver	Office	Port Edward		

Figure 8-3: Verification - 30/01/2023 Team 3A Attendance Register

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Small Boardroom, 2 nd Floor, Forestry Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Euno Adams	Email	Eadams@dppe.gov.za		
Company	DFPE	Mobile	061 402 1300		
Designation	FCOJ Team	Office			
Name	Bongobane	Email	BNBongobane@dppe.gov.za		
Company	DFPE	Mobile	084 802 3523		
Designation	SAC SSM	Office	Cape Town Office		
Name	Nkomo Sengiso	Email	NkomoSengiso@dppe.gov.za		
Company	DFPE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	Small Boardroom		
Name	Zukisa Mphahlele	Email	ZMphahlele@gmail.com		
Company	STOWIE-M	Mobile	074 660290		
Designation	Secretary	Office			
Name	RILENGI Golecho	Email	RILENGI@dppe.gov.za		
Company	DFPE	Mobile	083 294 5707		
Designation	TECHNICAL MEMBER ADMIN	Office	Small Boardroom		

Figure 8-4: Verification - 30/01/2023 Team 3B Attendance Register

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31-01-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Main Boardroom, 3 rd Floor Forestry Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nozuko Mthokota	Email	NMthokota@dppe.gov.za		
Company	DFPE	Mobile	083 7045 227		
Designation	SED	Office	043-7420013		
Name	Thabiso Buthelezi	Email	Tbuthelezi@dppe.gov.za		
Company	DFPE	Mobile	061 524 780		
Designation	Driver	Office	Port Edward		
Name	Mawsondo Mhambatsi	Email	Mmawsondo@dppe.gov.za		
Company	DFPE - SE	Mobile	071 307 2272		
Designation	FCOJ	Office	028 445 9720		
Name	Nhlambile Nkosi	Email	ANNKOSI@dppe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	Chair	Office	Forestry		
Name	I-Lan Clephas	Email	Clephasij@gmail.com		
Company	Deltabec	Mobile	061 2330065		
Designation	Observer	Office			

: Verification - 31/01/2023 Team 3A Attendance Register

DELTA SUSTAINMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31-01-2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME	09:00	Name	Irlon Cleophas
MEETING TYPE	Assessment Process - Team 3B			Company	Deltabec
VENUE	Small Boardrooms, 3 rd Floor, Foretrust Building			Designation	Observer
CONTACT INFORMATION		SIGNATURE		Name	
Name	PULENG Golelo	Email	Ngolelo@dfpe.gov.za	Company	
Company	DFPE	Mobile	068 294 5967	Designation	
Designation	TECHNICAL MANAGER: ADMIN	Office	FISHERIES BRANCH: 2 nd floor Small Boardrooms	Name	
Name	ZUKISA MPAYIPHELI	Email	wesf26@gmail.com	Company	
Company	STOWIE - MT	Mobile	049 4660 290	Designation	
Designation	Secretariat	Office		Name	
Name	Mphahlele Sepsenge	Email	Mphahlele@dfpe.gov.za	Company	
Company	DFPE	Mobile	083 274 6103	Designation	
Designation	Assistant Co-ordinator	Office	021 402 3726	Name	
Name	Bacwene Ngweni	Email	Bacwene@dfpe.gov.za	Company	
Company	DFPE	Mobile	064 903 5073	Designation	
Designation	DRIVER	Office	b.ngweni@dfpe.gov.za	Name	
Name	Elize Adams	Email	Elize@dfpe.gov.za	Company	
Company	DFPE	Mobile	061 403 1360	Designation	
Designation	RDL TECH	Office		Name	
				Company	
				Designation	

Figure 8-5: 31/01/2023 Team 3B Attendance Register

DELTA SUSTAINMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME	09:10	Name	Nkosiso Ntsoelike
MEETING TYPE	Assessment Process - Team 3A			Company	DFPE
VENUE	Foretrust Building, 3 rd Floor, Main Boardrooms			Designation	Observer
CONTACT INFORMATION		SIGNATURE		Name	
Name	Nkosiso Ntsoelike	Email	Ntsoelike@dfpe.gov.za	Company	
Company	DFPE	Mobile	0827045227	Designation	
Designation		Office	East London	Name	
Name	Mphahlele Sepsenge	Email	Mphahlele@dfpe.gov.za	Company	
Company	DFPE	Mobile	061524780	Designation	
Designation	DRIVER	Office		Name	
Name	Irlon Cleophas	Email	Cleophasij@gmail.com	Company	
Company	Deltabec	Mobile	0612330065	Designation	
Designation	Observer	Office		Name	
Name	Mphahlele Ntsoelike	Email	Ntsoelike@dfpe.gov.za	Company	
Company	DFPE	Mobile	083 4583011	Designation	
Designation		Office	Farm Trust	Name	
Name		Email		Company	
Company		Mobile		Designation	
Designation		Office			

Figure 8-6: Verification - 01/02/2023 Team 3A Attendance Register

DELTA SUSTAINMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME	09:10	Name	PULENG Golelo
MEETING TYPE	Assessment Process - Team 3B			Company	DFPE
VENUE	Foretrust Building, 3 rd Floor, Small Boardrooms			Designation	TECHNICAL MANAGER: ADMIN
CONTACT INFORMATION		SIGNATURE		Name	
Name	PULENG Golelo	Email	Ngolelo@dfpe.gov.za	Company	
Company	DFPE	Mobile	068 294 5967	Designation	
Designation	TECHNICAL MANAGER: ADMIN	Office	FISHERIES BRANCH: 2 nd floor	Name	
Name	ZUKISA MPAYIPHELI	Email	wesf26@gmail.com	Company	
Company	STOWIE - MT	Mobile	049 4660 290	Designation	
Designation	Secretariat	Office		Name	
Name	Bacwene Ngweni	Email	Bacwene@dfpe.gov.za	Company	
Company	DFPE	Mobile	064 903 5073	Designation	
Designation	DRIVER	Office	021 402 3726	Name	
Name	Mphahlele Sepsenge	Email	Mphahlele@dfpe.gov.za	Company	
Company	DFPE	Mobile	083 274 6103	Designation	
Designation	Assistant Co-ordinator	Office	021 402 3726	Name	
Name	Irlon Cleophas	Email	Cleophasij@gmail.com	Company	
Company	Deltabec	Mobile	061 2330065	Designation	
Designation	Observer	Office			

Figure 8-7: Verification - 01/02/2023 Team 3B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3 rd Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mankwabe Mkhisi	Email	Mkhisi@dffe.gov.za		M.Mkhisi
Company	DFFE - STATEMANAGEMENT	Mobile	071 307 3227		
Designation	FCAD	Office			
Name	Thabiso Buthelezi	Email	T.buthelezi@dffe.gov.za		T.M.B
Company	DFFE	Mobile			
Designation	Driver	Office			
Name	Nozuko Ntshokha	Email	Ntshokha@dffe.gov.za		Ntshokha
Company	DFFE	Mobile	0827045227		
Designation	Administrator	Office	East London		
Name	Mthandlo Nkosi	Email	Nkosi@dffe.gov.za		Mthandlo Nkosi
Company	DFFE	Mobile	0786580911		
Designation	Chair	Office	DFFE		
Name	Irlon Clephas	Email	Clephasj@gmail.com		Irlon Clephas
Company	Deltabec	Mobile	0612330065		
Designation	Cleaner	Office			

Figure 8-8: Verification - 02/02/2023 Team 3A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02-02-23		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulemci Cokololo	Email	WCokololo@dffe.gov.za		Pulemci Cokololo
Company	DFFE	Mobile	068 294 5967		
Designation	TECH MEMBER: ADMIN	Office	FISHERIES BHMEN: 3rd floor		
Name	Elmo Adams	Email	Elmo@dffe.gov.za		Elmo Adams
Company	DFFE	Mobile	061 003 1360		
Designation	FCAD TECH MEMBER	Office			
Name	Nkomo Sydney	Email	Nkomo@dffe.gov.za		Nkomo Sydney
Company	DFFE	Mobile	083 274 6103		
Designation	Assistant Coordinator	Office	021 002 3736		
Name	Bereale Ngweni	Email	B.Ngweni@dffe.gov.za		Bereale Ngweni
Company	DFFE	Mobile	084 900 5023		
Designation	Driver	Office	071 403 8109		
Name	Irlon Clephas	Email	Clephasj@gmail.com		Irlon Clephas
Company	Deltabec	Mobile	0612330065		
Designation	Observer	Office			

Figure 8-9: Verification - 02/02/2023 Team 3B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03-02-23		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3 rd Floor AEB Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mankwabe Mkhisi	Email	Mkhisi@dffe.gov.za		M.Mkhisi
Company	DFFE - STATEMANAGEMENT	Mobile	071 307 3227		
Designation	FCAD	Office	11055 road Mtengwe		
Name	Mthandlo Nkosi	Email	Nkosi@dffe.gov.za		Mthandlo Nkosi
Company	DFFE	Mobile	078 658 0911		
Designation	Admin	Office			
Name	Nozuko Ntshokha	Email	Ntshokha@dffe.gov.za		Ntshokha
Company	DFFE	Mobile	0837045227		
Designation	Admin	Office	043-7122013		
Name	Thabiso Buthelezi	Email	T.buthelezi		Thabiso Buthelezi
Company	DFFE	Mobile	0613524700		
Designation	Driver	Office			
Name	Irlon Clephas	Email	Clephasj@gmail.com		Irlon Clephas
Company	Deltabec	Mobile	0612330065		
Designation	Observer	Office			

Figure 8-10: Verification - 03/02/2023 Team 3A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3rd Floor, small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Cololo	Email	WCololo@dffe.gov.za		
Company	DFFE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBER: AB/IN/IN	Office	CARE TOWN: 3rd floor small boardroom		
Name	STOLIE M. MONTYALI	Email	smontyali@dffe.gov.za		
Company	STOLIE M. MONTYALI	Mobile	049 4660 290		
Designation	SECRETARY	Office			
Name	NKABISIENS SEPOSONGOC	Email	Nseposongoc@dffe.gov.za		
Company	DFFE	Mobile	083 0374 6103		
Designation	ASSISTANT TEAM LEADER	Office	021 602 3726		
Name	IRLON CLEOPHUS	Email	Cleophasij@gmail.com		
Company	Deltabece	Mobile	061 230065		
Designation	OBSERVER	Office			
Name	ELVA ADAMS	Email	Eadams@dffe.gov.za		
Company	DFFE	Mobile	021 4631348		
Designation	FLOR. TECH. MEMB.	Office			

Figure 8-11: Verification - 03/02/2023 Team 3B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3rd Floor, AB Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	NORLON NTOZI	Email	Nnorlon@dffe.gov.za		
Company	DFFE	Mobile	078 458 0911		
Designation		Office	Foretrust		
Name	TABISO BUTHELEZI	Email	Tbuthelezi@dffe.gov.za		
Company		Mobile	0615524780		
Designation		Office			
Name	NOZUBA NTSIKOTE	Email	Nntsikote@dffe.gov.za		
Company	DFFE	Mobile	0837045227		
Designation	SEO	Office	East London		
Name	IRLON CLEOPHUS	Email	Cleophasij@gmail.com		
Company	Deltabece	Mobile	061 230065		
Designation	OBSERVER	Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-12: Verification - 06/02/2023 Team 3A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:40		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3rd Floor, small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Cololo	Email	WCololo@dffe.gov.za		
Company	DFFE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBER: AB/IN/IN	Office	FISHERIES BRANCH: 3rd Floor		
Name	NKABISIENS SEPOSONGOC	Email	Nseposongoc@dffe.gov.za		
Company	DFFE	Mobile	083 274 6103		
Designation	ASSISTANT TEAM LEADER	Office	021 602 3726		
Name	BETHULI NGXEDAI	Email	bngxedai@26@gmail.com		
Company	DFFE	Mobile	0649035023		
Designation	DRIVER	Office	021 602 3107		
Name	KHUN TAUSEEN	Email	khntauseen@gmail.com		
Company	STOLIE M.	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		
Name	IRLON CLEOPHUS	Email	Cleophasij@gmail.com		
Company	Deltabece	Mobile	061230065		
Designation	OBSERVER	Office			

Figure 8-13: Verification - 06/02/2023 Team 3B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3rd Floor, AED Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Thabis Muzile Buthezi	Email	tmuzilez@dfpe.gov.za		
Company	DFPE	Mobile	061520780		
Designation	Deac	Office			
Name	Nhlolani Ntosi	Email	Nhlolani@dfpe.gov.za		
Company	DFPE	Mobile	0784580911		
Designation	Office	Office			
Name	Zukisa Mpanjipeli	Email	wcssp26@gmail.com		
Company	Stowis-M	Mobile	0794660590		
Designation	Secretariat	Office			
Name	Inon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabece	Mobile	0612330085		
Designation	Observer	Office			
Name	Nozuko Ntsoekwa	Email	Nntsoekwa@dfpe.gov.za		
Company	DFPE	Mobile	083745227		
Designation	Office	Office	043-742013		

Figure 8-14: Verification - 07/02/2023 Team 3A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3rd Floor, small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG COLOLO	Email	Wcololo@dfpe.gov.za		
Company	DFPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBER ADMIN	Office	FISHERIES BRANCH 2nd floor		
Name	Nkwalobonye Sijesengwe	Email	Nkwalobonye@dfpe.gov.za		
Company	DFPE	Mobile	083 294 6163		
Designation	Assistant team leader	Office	021 400 3706		
Name	Breukste Ntsoekwa	Email	b.nntsoekwa26@gmail.com		
Company	DFPE	Mobile	06145035022		
Designation	Driver	Office	021 602 8809		
Name	Zukisa Mpanjipeli	Email	wcssp26@gmail.com		
Company	Stowis-M	Mobile	0794660590		
Designation	Secretariat	Office			
Name	Inon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabece	Mobile	0612330085		
Designation	Observer	Office			

Figure 8-15: Verification - 07/02/2023 Team 3B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3rd Floor, AED Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nhlolani Ntosi	Email	Nhlolani@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	Deac	Office	Fore trust		
Name	Nozuko Ntsoekwa	Email	Nntsoekwa@dfpe.gov.za		
Company	DFPE	Mobile	083745227		
Designation	SEO	Office	East London		
Name	THABISO M BATHALEZI	Email	Tbathalezi@dfpe.gov.za		
Company	DFPE	Mobile	0611524780		
Designation		Office	Port Edward		
Name	Inon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabece	Mobile	061 233 0085		
Designation	Observer	Office			
Name	Kwazi Tlaseany	Email	Katlaseany@gmail.com		
Company	Stowis M	Mobile	067 030 6501		
Designation	SECRETARY	Office	CET		

Figure 8-16: Verification - 08/02/2023 Team 3A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	FULENG Golelo	Email	NGolelo@dffe.gov.za		
Company	DFFE	Mobile	068 244 3167		
Designation	TECHNICAL MEMBER-ADMIN	Office	Fisheries Branch, 3rd floor		
Name	ZUKISA Mphahlele	Email	wassif26@gmail.com		
Company	STOWIE-M	Mobile	079 4660 290		
Designation	Secretary	Office			
Name	NKQABONG Sysongoe	Email	Nsysongoe@dffe.gov.za		
Company	DFFE	Mobile	083 244 6103		
Designation	Ass. Team leader 3B	Office	021 402 3726		
Name	CS-Beetle Ngweni	Email	bnngweni@dffe.gov.za		
Company	DFFE	Mobile	071 402 3109/p		
Designation	Driver	Office	061 233 0065		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabec	Mobile	061 233 0065		
Designation	Closerver	Office			

Figure 8-17: Verification - 08/02/2023 Team 3B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3rd Floor				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nthlanhla Ncas	Email	Nncas@dffe.gov.za		
Company	DFFE	Mobile	078 458 0911		
Designation	AA	Office	Foretrust		
Name	Mozoko Mzokata	Email	Mzokata@dffe.gov.za		
Company	DFFE	Mobile	083 7065 2271		
Designation	SFO	Office	East London		
Name	Thabiso Buthelesi	Email	Tbuthelesi@dffe.gov.za		
Company	DFFE	Mobile	061 35 24 780		
Designation	Driver	Office	Port Edward		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabec	Mobile	061 233 0065		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-18: Verification - 09/02/2023 Team 3A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	FULENG Golelo	Email	NGolelo@dffe.gov.za		
Company	DFFE	Mobile	068 244 3167		
Designation	TECHNICAL MEMBER	Office	Fisheries Branch: 3rd floor		
Name	SWAPHLWE BAMBELO	Email	wassif26@gmail.com		
Company	STOWIE-M Trading	Mobile	087 1372449		
Designation	Secretary	Office	Fisheries Branch: 3rd floor		
Name	NKQABONG Sysongoe	Email	Nsysongoe@dffe.gov.za		
Company	DFFE	Mobile	083 244 6103		
Designation	Assistant team leader	Office	021 402 3726		
Name	Beetle Ngweni	Email	bnngweni@dffe.gov.za		
Company	DFFE	Mobile			
Designation	Driver	Office			
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabec	Mobile	061 233 0065		
Designation	Observer	Office			

Figure 8-19: Verification - 09/02/2023 Team 3B Attendance Register

DELTA SOUTH AFRICAN ENVIRONMENTAL CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 02 23		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process Team 3A				
VENUE	Forakerst Building, 3rd Floor				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Thando Buthelezi	Email	Thando.123@effe.gov.za	[Signature]	
Company	DFFE	Mobile	061 35 24 780		
Designation	Driver	Office			
Name	Nthabiseng Nkomo	Email	Nthabiseng@effe.gov.za	[Signature]	
Company	DFFE	Mobile	078 45 80 911		
Designation	ASD	Office			
Name	Nthabiseng Nkomo	Email	Nthabiseng@effe.gov.za	[Signature]	
Company	DFFE	Mobile	083 945 223		
Designation	Technical Member	Office	East London		
Name	Inlon Cleophas	Email	Cleophasij@gmail.com	[Signature]	
Company	Deltabee	Mobile	061 233 0063		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-20: Verification - 10/02/2023 Team 3A Attendance Register

DELTA SOUTH AFRICAN ENVIRONMENTAL CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 02 23		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process Team 3B				
VENUE	Forakerst Building, 3rd Floor Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENGI Golelo	Email	Pulengi@effe.gov.za	[Signature]	
Company	DFFE	Mobile	068 244 5764		
Designation	TECHNICAL MEMBER/ADMIN	Office	2nd floor Small Boardroom		
Name	SWAPHINE BAMBELO	Email	swaphine@effe.gov.za	[Signature]	
Company	DFFE	Mobile	067 121 2449		
Designation	SECRETARIAT	Office	2nd floor small Boardroom		
Name	Nthabiseng Nkomo	Email	Nthabiseng@effe.gov.za	[Signature]	
Company	DFFE	Mobile	083 270 6103		
Designation	Assistant Team leader	Office	021 662 3736		
Name	Pulengi Golelo	Email	Pulengi@effe.gov.za	[Signature]	
Company	DFFE	Mobile	068 244 5764		
Designation	Driver	Office			
Name	Inlon Cleophas	Email	Cleophasij@gmail.com	[Signature]	
Company	Deltabee	Mobile	061 233 0063		
Designation	Observer	Office			

Figure 8-21: Verification - 10/02/2023 Team 3B Attendance Register

8.3.2.2 Photo's

Handed over to DFFE as part of the information pack.

8.3.2.3 Checklist signed by all parties involved

Scanned copies were handed over to DFFE as part of the information pack.

8.4 QUALITY CONTROL TEAM

The quality control process was initially meant to happen every Friday afternoon once the assessment team have finished for the day. This did not happen; on the first two Fridays, the teams had not completed enough applications to warrant the quality control team meeting. The team only met on the third Friday (10/02/2023).

8.4.1 QUALITY CONTROL TEAM

The table below presents the findings for the region, start date and end date and elaborates on the observer responsible for this location with his/her comments.

Table 8-4: Verification– Overview

ITEM	DESCRIPTION
Region	SC/SCC
Actual Start Date	25 January 2023
End Date	Delta BEC's appointment ends on 10 February 2023. The DFFE will continue with the verification process along with Stowie-M.
Observer	Fritz Swanepoel - Delta BEC

8.4.2 CRITERIA TO BE MET FOR THE QUALITY CONTROL TO BE SUCCESSFUL

This section presents the questions asked to the observers via WhatsApp and captures their responses in a table format.

Table 8-5: Verification – Quality control criteria to be met

DATE	TEAM	OBSERVER	*ATTENDANCE	IS THE QUALITY CONTROL TEAM CHECKING A SMALL SAMPLE OF THE APPLICATIONS PROVIDED BY THE ASSESSMENT TEAM?	HOW MANY APPLICATIONS HAS THE QUALITY CONTROL TEAM BEEN GIVEN TO MAKE FINAL DECISIONS ON?	HOW MANY OF THE APPLICATIONS HAS THE QUALITY CONTROL TEAM MADE FINAL DECISIONS ON?	IS THE QUALITY CONTROL TEAM PROVIDING FINAL DECISIONS ON THE APPLICATIONS THAT THEY HAVE BEEN GIVEN?	WHERE THE QUALITY CONTROL TEAMS DECISION DIFFERS FROM THAT OF THE ASSESSMENT TEAM, HAS THE QUALITY CONTROL TEAM PROVIDED A DETAILED EXPLANATION?	IS THE QUALITY CONTROL TEAM COMPILING A FINAL LIST OF "SUCCESSFUL" APPLICANTS?	IS THE REASONING FOR WHY APPLICANTS ARE UNSUCCESSFUL BEING COMPILED AND STORED?
25-JAN-23	TEAM: 1, 2, 3	FRITZ SWANEPOEL	NO	YES	14	0	NO	NO	NO	YES

*Attendance	<p>Are the following team members present for the quality control day:</p> <ul style="list-style-type: none"> • Chairperson (SSFML Director) • Assessment team leaders (SSFM Deputy Directors) • Fisheries community development workers (FCDW) d. Secretariat (Stowie-M) • Observer Ensure the Delta BEC attendance register is signed. <p>There needs to be a new attendance register for every day of the verification process</p>
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8.4.2.1 Comments/Issues

Table 8-6: Comments and Issues

#	DATE	TEAM	COMMENTS/ISSUES
01	10 FEB 2023	TEAM 1, 2, 3	No FCDW's were present
02	10 FEB 2023	TEAM 1, 2, 3	The quality control team went through the applications that were reserved by the assessment teams. They went through the applications, provided their comment, and then sent it back to the assessment teams to assess again.

8.4.3 DATA COLLECTED

This section presents the evidence collected in the form of attendance registers, photos, and signed observation checklists.

Table 8-7: Verification - Data collected

#	DATA COLLECTED	YES/NO
1	Attendance register	Yes
2	Checklist signed by all parties involved	Yes

8.4.3.1 Attendance register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	11:30		
MEETING TYPE	Quality Control Process - Team 1, 2 and 3				
VENUE	M&M Boardroom, 35 th Floor, Foreweek Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Szwarcwald	Email	fritz.szwarcwald@gmail.com		
Company	Delta BEC	Mobile	074 557 0461		
Designation	Project Manager / Observer	Office			
Name	Abelwa Ntosi	Email	Ntosi@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	TEAM 3 Chair (DD)	Office	Foreweek Building		
Name	Stephen Segun	Email	segun@dfpe.gov.za		
Company	DFPE	Mobile	074166671		
Designation	Team 2 Chair (DD)	Office			
Name	Bonneton Maki	Email	bonneton@dfpe.gov.za		
Company	DFPE	Mobile	033 227 5707		
Designation	Team 1 Chair (DD)	Office	CPT		
Name	Absente Ngqungwana	Email	A.Ngqungwana@dfpe.gov.za		
Company	DFPE	Mobile	060 508 7014		
Designation	Director	Office			

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Kuan (BUSEJ)	Email	kwantso@dfpe.gov.za		
Company	STOWIE M. SECRETARIES	Mobile	067 030 3801		
Designation		Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-22: Quality Control - 10/02/2023 Attendance Register

8.4.3.2 Checklist signed by all parties involved

Scanned copies handed over to the DFPE.

9 CONCLUSION

This annexure contains the summarised findings collected from the observers during all processes. The findings in this document are not Delta BEC's assumptions, but what was received from the observation teams.

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