

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

**MASTER REPORT**

FINAL REPORT  
REVISION 00

**MARCH 2023**

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**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.

**Table 1-1: Overview of observation**

LOCATION	AREA 41
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	100%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	95%
VERIFICATION COMPLIANCE RATING	92%
AVERAGE COMPLIANCE RATING	90%

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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
<b>Venue</b>	Elim Community Hall
<b>Planned Start Date</b>	19 September 2022
<b>Actual Start Date</b>	19 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-20220919-WA0076 Die Kosmandjie Shoppe Struisbaai".
<b>Data collector</b>	DFFE – No specific person from DFFE observed on the day. The information was received in bulk through Sindisa Sigam.
<b>Effect on applicants</b>	The project is on track to be completed as committed by the department
<b>Additional Comments</b>	No observer forum had been formed by the time DFFE commence with mobilisation, therefore, all mobilisation information was received from DFFE officials through pictures which they downloaded from their WhatsApp group chat


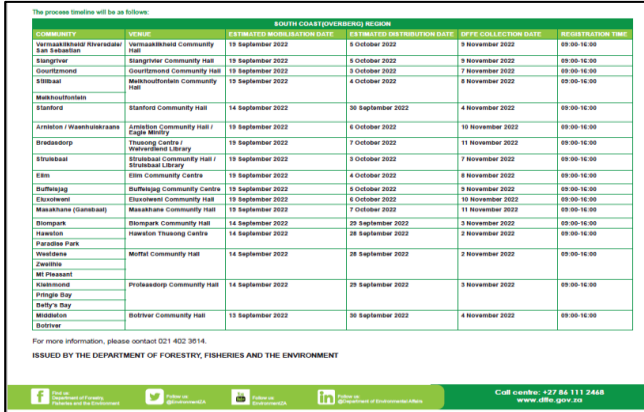

### 3.2 CRITERIA TO BE MET TO BE SUCCESSFUL

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:			
1.1	<ul style="list-style-type: none"> <li>• Visitation schedule</li> </ul>	Yes		
1.2	<ul style="list-style-type: none"> <li>• Location of the venues</li> </ul>	Yes		
1.3	<ul style="list-style-type: none"> <li>• Dates and times for distribution and receipting</li> </ul>	Yes		
1.4	<ul style="list-style-type: none"> <li>• Documents required for registration</li> </ul>	Yes		
1.5	<ul style="list-style-type: none"> <li>• That forms are free</li> </ul>	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>
3	Were the posters 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	<ul style="list-style-type: none"> <li>• Visitation schedule</li> </ul>	No
1.2	<ul style="list-style-type: none"> <li>• Location of the venues</li> </ul>	No
1.3	<ul style="list-style-type: none"> <li>• Dates and times for distribution and receipting</li> </ul>	No
1.4	<ul style="list-style-type: none"> <li>• Documents required for registration</li> </ul>	No
1.5	<ul style="list-style-type: none"> <li>• That forms are free</li> </ul>	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	<ul style="list-style-type: none"> <li>• Visitation schedule</li> </ul>	No
1.2	<ul style="list-style-type: none"> <li>• Location of the venues</li> </ul>	No
1.3	<ul style="list-style-type: none"> <li>• Dates and times for distribution and receipting</li> </ul>	No
1.4	<ul style="list-style-type: none"> <li>• Documents required for registration</li> </ul>	No
1.5	<ul style="list-style-type: none"> <li>• That forms are free</li> </ul>	No
2	Was a copy of the broadcast message provided?	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	Elim Community Hall
Planned Start Date	04/10/2022
Actual Start Date	04/10/2022
Data collector	Nolo-Department
Effect on applicants	The project is on track to be completed
Additional Comments	None

### 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	YES/NO	PHOTO EVIDENCE
1	Did the DFFE arrange a venue and date for the collection of verification forms?	Yes	See below item 4 and 5, venue arranged and open
2	Did the venue open on time?	Yes	See below item 4 and 5, venue arranged and open

#	CRITERIA TO BE MET	YES/NO	PHOTO EVIDENCE
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	

### 4.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Elim Community Hall 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 for Table 7 item 1,2,3,4 and 5), indicating the correspondence received from the observer for the distribution process.

**Table 4-3: WhatsApp conversation for Table 7 item 1,2,3,4 and 5**

2022/09/23, 14:56 - 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, 14:56 - You created group "Elim Comm Hall OF"

2022/10/04, 08:17 - You added Sindisa Sigam

2022/10/04, 08:20 - 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.

2022/10/04, 08:21 - Sindisa Sigam: Nolly Nolz Seshabela.vcf (file attached)

2022/10/04, 08:21 - Sindisa Sigam: Team leader here is Nolo

2022/10/04, 08:21 - Isaac - Delta BEC: Thanks S.

2022/10/04, 08:22 - You added Nolly Nolz Seshabela

2022/10/04, 08:22 - Isaac - Delta BEC: Good morning Nolo

2022/10/04, 08:45 - Nolly Nolz Seshabela: Good Morning

2022/10/04, 09:02 - Isaac - Delta BEC: @27672557608 are you at the venue?

2022/10/04, 09:03 - Nolly Nolz Seshabela: Yes Sir

2022/10/04, 09:04 - Isaac - Delta BEC: Is the venue open on time?

2022/10/04, 09:06 - Nolly Nolz Seshabela: Correct

2022/10/04, 09:07 - Isaac - Delta BEC: May I have a picture supporting this statement.

2022/10/04, 09:14 - Nolly Nolz Seshabela: Sorry busy setting up chairs

2022/10/04, 09:14 - Nolly Nolz Seshabela: IMG-20221004-WA0018.jpg (file attached)

2022/10/04, 09:14 - Nolly Nolz Seshabela: IMG-20221004-WA0019.jpg (file attached)

2022/10/04, 09:15 - Isaac - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms?

2022/10/04, 09:18 - Nolly Nolz Seshabela: We use the same venues for collection. The date i will confirm shortly



2022/10/04, 09:19 - Nolly Nolz Seshabela: 8th November

2022/10/04, 09:21 - Isaac - Delta BEC: Did the process commence on time?

2022/10/04, 09:22 - Nolly Nolz Seshabela: Yes the registrations started 08:59 we still on it

2022/10/04, 09:27 - Isaac - Delta BEC: May I please get a picture.

2022/10/04, 09:28 - Nolly Nolz Seshabela: IMG-20221004-WA0023.jpg (file attached)

Is this sufficient?

2022/10/04, 09:29 - Nolly Nolz Seshabela: We will start with the program 9:30am

2022/10/04, 09:30 - Nolly Nolz Seshabela: IMG-20221004-WA0024.jpg (file attached)

Started

2022/10/04, 09:33 - Isaac - Delta BEC: Yes, it is sufficient. Thank you.

2022/10/04, 09:34 - Nolly Nolz Seshabela: 🙏

2022/10/04, 09:40 - Nolly Nolz Seshabela: IMG-20221004-WA0027.jpg (file attached)

The participant is Xhosa, so his form is explained to him in Xhosa.

2022/10/04, 09:42 - Isaac - Delta BEC: Has an attendance register being signed by all parties including the Observer Forum?

2022/10/04, 09:43 - Nolly Nolz Seshabela: Yes everyone is here and has signed, we have 2 proxies.

2022/10/04, 09:43 - Isaac - Delta BEC: May I get a picture.

2022/10/04, 09:43 - Nolly Nolz Seshabela: IMG-20221004-WA0031.jpg (file attached)

Register 1 of 2

2022/10/04, 09:44 - Nolly Nolz Seshabela: IMG-20221004-WA0034.jpg (file attached)

2of 2, please indicate if it is visible enough.

2022/10/04, 09:48 - Isaac - Delta BEC: Yes

2022/10/04, 09:48 - Fritz - Delta BEC: Please ensure you send a picture of the register which your team has signed.

2022/10/04, 09:49 - Nolly Nolz Seshabela: Noted, i am busy ensuring that everyone signs as well.

Good morning Fritz

2022/10/04, 09:56 - Nolly Nolz Seshabela: IMG-20221004-WA0042.jpg (file attached)

Still on it

2022/10/04, 09:56 - Nolly Nolz Seshabela: The gentleman is explaining the form, as soon as he is done he will sign and i will send it through.

2022/10/04, 10:23 - Isaac - Delta BEC: On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?

2022/10/04, 10:26 - Nolly Nolz Seshabela: Yes

2022/10/04, 10:26 - Nolly Nolz Seshabela: Session done.

2022/10/04, 10:31 - Nolly Nolz Seshabela: IMG-20221004-WA0060.jpg (file attached)

The DFFE and Stowie M officials attendance register

2022/10/04, 10:33 - Isaac - Delta BEC: On the date of verification form collection, did the DFFE members explain to fishers that forms can be filled on the day of verification?

2022/10/04, 10:35 - Nolly Nolz Seshabela: You mean on the day of receipting? I do not understand this question

2022/10/04, 10:40 - Fritz - Delta BEC: Hi, today is verification form collection day, the day of verification is the same as receipting.

2022/10/04, 10:41 - Fritz - Delta BEC: The question then reads as follows: on the day of form collection (today), did the DFFE members explain to the fishers tat the forms can be filled in on the day of verification (receipting)?

2022/10/04, 10:50 - Nolly Nolz Seshabela: Verification only happens after receipting (the day of collecting) the completed documents from the applicants so please clarify if you are referring to that day since verification will be done by a verification panel as per explanation in the declaration section of the form

2022/10/04, 11:08 - Nolly Nolz Seshabela: To answer you question

The fishers are told to not fill in the form in the venue, we are giving them 30 days to fill in the form at the comfort of their home and also so they are able to get assistance from their families incases where they are not able to write etc.

However we do emphasize that there is a call centre number that they can call for any kind of assistance, in cases where they are stuck while filling in the form. We will take them through the form step by step,

Another option we give is, on the day when we will be collecting the completed verification form (receipting), for the participants to bring in the form and leave the sections where they do not understand because we will be paging in through the verification forms to see if everything is completed.

However with this option we emphasize that all the necessary supporting documents must be attached and brought along on this day as it will be last day of collecting the completed forms.

Also please note tha Stowie M officials are the ones doing the explanation of the form.

2022/10/04, 11:58 - Isaac - Delta BEC: Are there any further comments or concerns regarding the above question?

2022/10/04, 12:06 - Nolly Nolz Seshabela: Not from my side

2022/10/04, 13:33 - Isaac - Delta BEC: IMG-20220928-WA0033.jpg (file attached)

Hi, @27672557608, 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.

2022/10/04, 13:52 - Nolly Nolz Seshabela: We are done for the day, every participant came if not proxy was collected.

1.2.1. Yes

1.2.2. Yes

1.2.3. Yes

1.2.4. Yes

2022/10/04, 13:53 - Isaac - Delta BEC: Thanks for your assistance today.

2022/10/04, 14:35 - Nolly Nolz Seshabela: Pleasure Isaac

## 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.

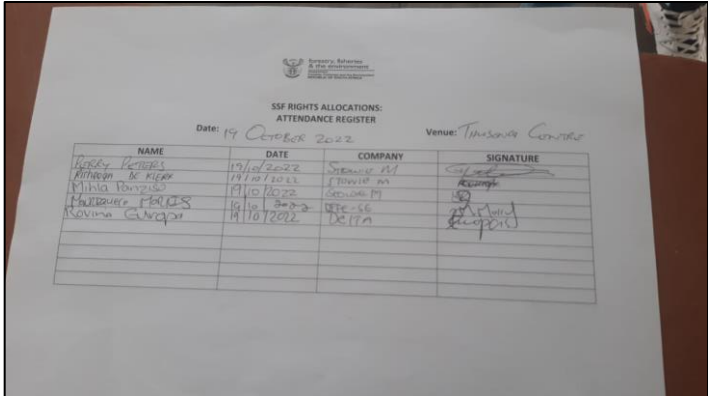

**Table 5-1: Catch-All Distribution - Date and Venue**


ITEM	DESCRIPTION
Venue	Bredasdorp Thusong Centre
Date	19/10/2022
Data Collection	Rowina Europa – 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	See above item 1																								
3	Has an attendance register been signed by all parties including the observer forum?	Yes	 <table border="1"> <thead> <tr> <th>NAME</th> <th>DATE</th> <th>COMPANY</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>ROOBY PONDISO</td> <td>19/10/2022</td> <td>INTERVIEW 19</td> <td>[Signature]</td> </tr> <tr> <td>MITHUN DE RIJER</td> <td>19/10/2022</td> <td>INTERVIEW 19</td> <td>[Signature]</td> </tr> <tr> <td>MILHA PONDISO</td> <td>19/10/2022</td> <td>INTERVIEW 19</td> <td>[Signature]</td> </tr> <tr> <td>PAULINA PONDISO</td> <td>19/10/2022</td> <td>INTERVIEW 19</td> <td>[Signature]</td> </tr> <tr> <td>NOVINA GURUPATI</td> <td>19/10/2022</td> <td>INTERVIEW 19</td> <td>[Signature]</td> </tr> </tbody> </table>	NAME	DATE	COMPANY	SIGNATURE	ROOBY PONDISO	19/10/2022	INTERVIEW 19	[Signature]	MITHUN DE RIJER	19/10/2022	INTERVIEW 19	[Signature]	MILHA PONDISO	19/10/2022	INTERVIEW 19	[Signature]	PAULINA PONDISO	19/10/2022	INTERVIEW 19	[Signature]	NOVINA GURUPATI	19/10/2022	INTERVIEW 19	[Signature]
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PAULINA PONDISO	19/10/2022	INTERVIEW 19	[Signature]																								
NOVINA GURUPATI	19/10/2022	INTERVIEW 19	[Signature]																								
4	On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?	Yes																									

#	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	

### 5.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Bredasdorp Thusong 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, 11:53 - 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, 11:53 - You created group "C-A:D. Retreat Hall"
2022/10/17, 12:49 - You changed the subject from "C-A:D. Retreat Hall" to "C-A:D. Bredasdorp: T_C"
2022/10/19, 08:11 - You added Rowina Europa
2022/10/19, 08:15 - Isaac - Delta BEC: Good Morning @27839378293 , this group will be used for communication regarding this venue Bredasdorp Thusong Centre, 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.
2022/10/19, 08:20 - Rowina Europa: Goodmorning 👍
2022/10/19, 08:54 - Rowina Europa: I'm at the venue officials are here
2022/10/19, 08:55 - Isaac - Delta BEC: May I please have a picture?
2022/10/19, 08:55 - Rowina Europa: IMG-20221019-WA0001.jpg (file attached)
2022/10/19, 08:56 - Rowina Europa: Busy setting up
2022/10/19, 08:56 - Rowina Europa: IMG-20221019-WA0003.jpg (file attached)
2022/10/19, 08:57 - Rowina Europa: IMG-20221019-WA0004.jpg (file attached)
2022/10/19, 08:58 - Isaac - Delta BEC: Was the venue open on time?
2022/10/19, 08:58 - Rowina Europa: Yes
2022/10/19, 09:00 - Isaac - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms? Yes or No
2022/10/19, 09:02 - Rowina Europa: Yes
2022/10/19, 09:04 - Isaac - Delta BEC: May I please have a picture?
2022/10/19, 09:05 - Rowina Europa: IMG-20221019-WA0005.jpg (file attached)

2022/10/19, 09:06 - Rowina Europa: It was distributed on the whatsapp groups and messages was send out

2022/10/19, 09:15 - Isaac - Delta BEC: Has the attendance register been signed by all parties including the observer forum? Yes or No

2022/10/19, 09:18 - Rowina Europa: IMG-20221019-WA0008.jpg (file attached)

2022/10/19, 09:18 - Rowina Europa: Yes

2022/10/19, 09:19 - Rowina Europa: IMG-20221019-WA0009.jpg (file attached)

2022/10/19, 09:25 - 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

2022/10/19, 09:26 - Rowina Europa: Yes

2022/10/19, 09:26 - Isaac - Delta BEC: May I please have a picture?

2022/10/19, 09:27 - Rowina Europa: IMG-20221019-WA0010.jpg (file attached)

2022/10/19, 09:27 - Rowina Europa: IMG-20221019-WA0011.jpg (file attached)

2022/10/19, 09:31 - Isaac - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/19, 09:37 - Rowina Europa: No

2022/10/19, 09:40 - 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

2022/10/19, 09:40 - Rowina Europa: Yes

2022/10/19, 09:41 - Isaac - Delta BEC: May I please have a picture?

2022/10/19, 09:42 - Rowina Europa: IMG-20221019-WA0016.jpg (file attached)

2022/10/19, 09:50 - Rowina Europa: IMG-20221019-WA0023.jpg (file attached)

2022/10/19, 09:50 - Rowina Europa: IMG-20221019-WA0024.jpg (file attached)

2022/10/19, 09:53 - Rowina Europa: IMG-20221019-WA0028.jpg (file attached)

2022/10/19, 09:55 - 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

2022/10/19, 09:56 - Rowina Europa: Yes

2022/10/19, 09:58 - Isaac - Delta BEC: May I please have a picture?

2022/10/19, 09:59 - Rowina Europa: IMG-20221019-WA0033.jpg (file attached)

2022/10/19, 10:19 - Isaac - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No



2022/10/19, 10:19 - Rowina Europa: No

2022/10/19, 10:22 - Rowina Europa: IMG-20221019-WA0036.jpg (file attached)

2022/10/19, 10:43 - Isaac - Delta BEC: Is everything still going smoothly @27839378293

2022/10/19, 10:44 - Rowina Europa: Yes

2022/10/19, 12:44 - Isaac - Delta BEC: IMG-20221007-WA0110.jpg (file attached)

Hi, @27839378293, 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.

2022/10/19, 12:48 - Rowina Europa: Will do

2022/10/19, 17:45 - Rowina Europa: Everything went smooth

2022/10/19, 17:54 - Isaac - Delta BEC: Thanks for your assistance @27839378293 much appreciated. Have a pleasant evening.

2022/10/19, 18:00 - Rowina Europa: 🙏

## 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	Elim Community Hall
Date new poster was put up	24/11/2022
Original Planned Start Date	08/11/2022
Updated Planned Start Date	14/12/2022

### 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
Vernaaikheid/ 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
Slibbaal	Slibbaal Community Hall	14 December 2022	09:00 -16:00
Melkhoufontein			
Stantard	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
Stuilsbaai	Stuilsbaai 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	04 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
Zwelihle			
Mt Pleasant			
Kleinmond	Proteadorp Community Hall	06 December 2022	09:00 -16:00
Pringle Bay			
Beth's Bay			

Figure 6-1: Mobilisation for Receipting - New Poster



Figure 6-2: Mobilisation for Receipting - Poster at venue

## 7 RECEIPTING

### 7.1 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.

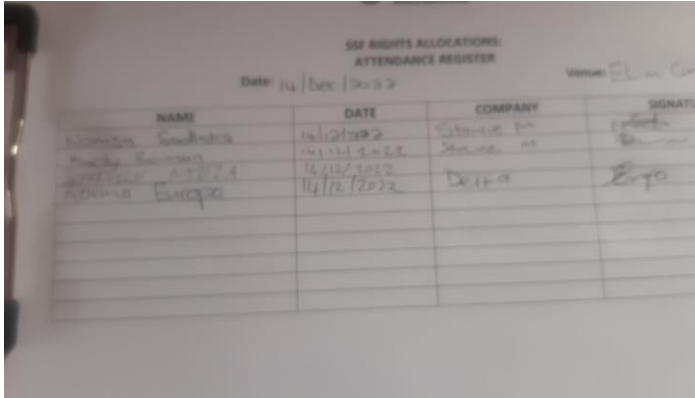
**Table 7-1: Receipting - Planned start vs Actual start**



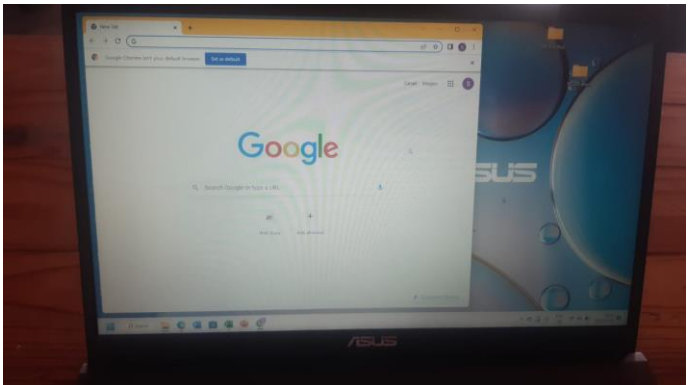
ITEM	DESCRIPTION
<b>Venue</b>	Elim Community Hall
<b>Original Planned Start Date</b>	08/11/2022
<b>Updated Planned Start Date</b>	14/12/2022
<b>Actual Start Date</b>	14/12/2022
<b>Data collector</b>	Rowina Europa
<b>Effect on applicants</b>	<p>The project is delayed according to the original start date 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.</p> <p>The delay was caused by fisher representing organisations requesting to have more time for the fishers to fill in the forms.</p>
<b>Additional Comments</b>	<p>Due the fisher organisations requests to move the receipting dates later, DFFE implemented a mobilisation for 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.</p>



### 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	N/A
5	Are there electronic and paper copies of the registered fishers?	Yes	N/A
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	See below item 10 for the laptop
10	Do the laptops have internet connection? (Ask the laptop operator to open google)	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
11	Is there a video camera set up?	Yes	
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 capturers?	Yes	See above item 7

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
15	Are the data capturers friendly?	Yes	N/A
16	Are fishers' forms being marked with a big "R" if they are registered on the database?	Yes	N/A
17	Are the data capturers going through the applications to ensure that they are complete?	Yes	N/A
18	Are the data capturers adding a thumbprint where applicants have not signed?	No	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	N/A



#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
21	Are data capturers completing the first part of the fisher's application forms?	Yes	N/A
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?	Yes	N/A

### 7.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Elim Community Hall 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**

2022/11/29, 17:18 - 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.	
2022/11/29, 17:18 - You created group "Struisbaai Receipting "	
2022/11/29, 17:18 - You changed the subject from "Struisbaai Receipting " to "Elim Receipting"	
2022/11/30, 10:22 - You added Sindisa Sigam	
2022/12/14, 07:57 - You added Rowina Europa	
2022/12/14, 07:57 - 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 *Elim 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 be giving 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 rectify or address the concern as soon as possible.	
2022/12/14, 08:32 - Isaac - Delta BEC: 2.1	Was the venue opened at 08:30?
2022/12/14, 08:56 - Rowina Europa: Yes	
2022/12/14, 08:58 - Isaac - Delta BEC: 2.2	Is there an attendance register for the DFFE team and observer forum?
2022/12/14, 08:58 - Rowina Europa: Yes	
2022/12/14, 08:59 - Isaac - Delta BEC: 2.3	Have you signed the attendance register? (Send a Photo of the register you signed)
2022/12/14, 09:07 - Rowina Europa: IMG-20221214-WA0002.jpg (file attached)	
2022/12/14, 09:07 - Isaac - Delta BEC: 2.4	Is there an attendance register for the fishers to sign?

2022/12/14, 09:08 - Rowina Europa: Yes

2022/12/14, 09:09 - Isaac - Delta BEC: 2.5 Are there electronic and paper copies of the registered fishers?

2022/12/14, 09:10 - Rowina Europa: Yes

2022/12/14, 09:11 - Isaac - Delta BEC: 2.6 Is there an electronic checklist?

2022/12/14, 09:13 - Rowina Europa: Yes

2022/12/14, 09:15 - Isaac - Delta BEC: 2.7 Is there a stamp pad for complete or incomplete forms?

2022/12/14, 09:16 - Rowina Europa: Yes

2022/12/14, 09:19 - Isaac - Delta BEC: May I have a picture?

2022/12/14, 09:22 - Rowina Europa: IMG-20221214-WA0003.jpg (file attached)

2022/12/14, 09:23 - Isaac - Delta BEC: 2.8 Are there receipt books?

2022/12/14, 09:24 - Rowina Europa: Yes

2022/12/14, 09:25 - Isaac - Delta BEC: May I have a picture?

2022/12/14, 09:26 - Rowina Europa: IMG-20221214-WA0004.jpg (file attached)

2022/12/14, 09:28 - Isaac - Delta BEC: The data on the receipt shows yesterday's information. Are there receipt books for today?

2022/12/14, 09:35 - Rowina Europa: Yes

2022/12/14, 09:35 - Rowina Europa: IMG-20221214-WA0007.jpg (file attached)

2022/12/14, 09:36 - Isaac - Delta BEC: 2.9 Are there laptops set up?

2022/12/14, 09:36 - Rowina Europa: Yes

2022/12/14, 09:37 - Isaac - Delta BEC: May I have a picture?

2022/12/14, 09:40 - Rowina Europa: IMG-20221214-WA0010.jpg (file attached)

2022/12/14, 09:41 - Isaac - Delta BEC: 2.10 Do the laptops have internet connection? (Ask the laptop operator to open google)

2022/12/14, 09:53 - Rowina Europa: IMG-20221214-WA0019.jpg (file attached)

2022/12/14, 09:53 - Isaac - Delta BEC: 2.11 Is there a video camera set up?

2022/12/14, 09:54 - Rowina Europa: Yes

2022/12/14, 09:54 - Isaac - Delta BEC: May I have a picture?

2022/12/14, 09:57 - Rowina Europa: IMG-20221214-WA0024.jpg (file attached)

2022/12/14, 09:58 - Isaac - Delta BEC: 2.12 Are there clearly labelled boxes for storing the applications?

2022/12/14, 09:58 - Rowina Europa: Yes

2022/12/14, 09:59 - Isaac - Delta BEC: May I have a picture?

2022/12/14, 10:06 - Rowina Europa: IMG-20221214-WA0045.jpg (file attached)

2022/12/14, 10:29 - Rowina Europa: All the fishers in elim have signed

2022/12/14, 10:29 - Rowina Europa: Complete there forms

2022/12/14, 10:37 - Isaac - Delta BEC: 2.13 Has the service service provider explained the procedure of the day to the fishers?

2022/12/14, 10:46 - Rowina Europa: Yes

2022/12/14, 10:58 - Isaac - Delta BEC: 2.14 Are fishers being guided to data capturers?

2022/12/14, 11:06 - Rowina Europa: Yes

2022/12/14, 11:09 - Isaac - Delta BEC: 2.15 Are the data capturrers friendly?

2022/12/14, 11:11 - Rowina Europa: Yes

2022/12/14, 11:12 - Isaac - Delta BEC: 2.16 Are fishers forms being marked with a big "R" if they are registered on the database?

2022/12/14, 11:13 - Rowina Europa: Yes

2022/12/14, 11:16 - Isaac - Delta BEC: 2.17 Are the data capturers going through the applications to ensure that they are complete?

2022/12/14, 11:17 - Rowina Europa: Yes

2022/12/14, 11:18 - Isaac - Delta BEC: 2.18 Are the data capturers adding a thumbprint where applicants have not signed?

2022/12/14, 11:18 - Rowina Europa: Yes

2022/12/14, 11:21 - Isaac - Delta BEC: May I have a picture?

2022/12/14, 11:21 - Rowina Europa: All the applicants signed

2022/12/14, 11:22 - Isaac - Delta BEC: 2.19 Are the data capturers filling in the electronic checklist?

2022/12/14, 11:22 - Rowina Europa: Yes

2022/12/14, 11:26 - Isaac - Delta BEC: 2.20 Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it?

2022/12/14, 11:42 - Rowina Europa: Yea

2022/12/14, 11:46 - Isaac - Delta BEC: 2.21 Are data capturers completing the first part of the fishers application forms?

2022/12/14, 11:47 - Rowina Europa: Yes

2022/12/14, 11:49 - Isaac - Delta BEC: 2.22 Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.

2022/12/14, 11:49 - Rowina Europa: Yes

2022/12/14, 11:50 - Isaac - Delta BEC: May I have a picture?

2022/12/14, 11:53 - Rowina Europa: IMG-20221214-WA0078.jpg (file attached)

2022/12/14, 11:54 - Isaac - Delta BEC: 2.23 Are the data capturers stapling all the fishers documentation?

2022/12/14, 11:54 - Rowina Europa: Yes

2022/12/14, 11:55 - Isaac - Delta BEC: 2.24 Are the data captureres placing the stapled documentaion in the labelled box next to them?

2022/12/14, 11:56 - Rowina Europa: Yes

2022/12/14, 16:01 - Isaac - Delta BEC: Did the venue close at 16:00?

2022/12/14, 16:03 - Rowina Europa: 14h30

2022/12/14, 16:06 - Isaac - Delta BEC: Ok, thank you very much for your assistance today @27839378293

2022/12/14, 16:06 - Rowina Europa: Thanks

2022/12/14, 17:04 - Isaac - Delta BEC: Did you find any issues during the course of the day?

2022/12/14, 17:12 - Rowina Europa: No

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

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

<p><b>*Attendance</b></p>	<p>Are the following team members at the assessment day:</p> <ul style="list-style-type: none"> <li>• Team leader (SSFM Deputy Director)</li> <li>• Fisheries community development worker (FCDW)</li> <li>• Secretariat (Stowie-M)</li> <li>• Observer</li> </ul> <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>
<p><b>*Checking completeness</b></p>	<p>Is the DFFE checking the following criteria of the applications?:</p> <ul style="list-style-type: none"> <li>• the verification form is signed by the applicant;</li> <li>• all Required Questions (with three asterisk ***) are completed;</li> <li>• all required supporting documents in line with the criteria are attached.</li> </ul>
<p><b>*Successful or unsuccessful</b></p>	<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"> <li>• SA citizen</li> <li>• 18 years or older</li> <li>• At least 10 years accumulative experience</li> <li>• Majority of livelihood should be dependent on small scale fishing</li> </ul>
<p><b>*Reserved applications</b></p>	<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	Forestry Building, 3 <sup>rd</sup> floor Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Golofo	Email	WGolofo@dfe.gov.za		
Company	DFFE	Mobile	068 294 4567		
Designation	TECHNICAL ASSISTANT - ADMIN	Office	021 402 3060		
Name	Zukisa Mpayipeli	Email	wcssf2@gmail.com		
Company	Stowie-M	Mobile	079 4660290		
Designation	SECRETARIAT	Office			
Name	Nkqobizeng Sogosengoe	Email	Nkqobizeng@dfe.gov.za		
Company	DFFE	Mobile	083 7421 402 5726		
Designation	Team Co-ordinator	Office	021 402 3726		
Name	Euno Adams	Email	Eadams@dfe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	TECH MEMBER	Office			
Name	ANDISWA NATA	Email	anata@dfe.gov.za		
Company	DFFE	Mobile	0636160055		
Designation	DEIVER	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	00:30		
MEETING TYPE	Assessment				
VENUE	Forestry Building, 3 <sup>rd</sup> floor Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Botumelo Gantana - Phakama	Email	botumelo@gma.com		
Company	DFFE, Forestry, Fisheries and the Environment	Mobile	082 692 0777		
Designation	TEAM - TECHNICAL SUPPORT	Office	M.2020A B.M		
Name	PULENG Golofo	Email	WGolofo@dfe.gov.za		
Company	DFFE	Mobile	068 294 4567		
Designation	SENIOR ADMIN CLERK	Office	FISHERIES BRANCH		
Name	Zukisa Mpayipeli	Email	wcssf2@gmail.com		
Company	Stowie-M	Mobile	079 4660290		
Designation	SECRETARIAT	Office			
Name	Nkqobizeng Sogosengoe	Email	Nkqobizeng@dfe.gov.za		
Company	DFFE	Mobile	083 274 6103		
Designation	Team Co-ordinator	Office	FISHERIES BRANCH		
Name	Euno Adams	Email	Eadams@dfe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	FRON: TECH SUPPORT	Office			
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ANDISWA NATA	Email	Anata@dfe.gov.za		
Company	DFFE	Mobile	063 616 0055		
Designation	DEIVER	Office			
Name	Irbon Cleapher	Email	Cleapher@j		
Company	Delfinbee	Mobile	061 232065		
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 SUSTAINMENT 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 <sup>th</sup> Floor Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nkhuliso Nkosi	Email	Nkhuliso.Nkosi@dffe.gov.za		
Company	DFE	Mobile	078 458 0911		
Designation	Co-Chairperson	Office	Foretrust		
Name	Nozuko Ntshokora	Email	Ntshokora@dffe.gov.za		
Company	DFE	Mobile	0837045227		
Designation	Secretary	Office	East London		
Name	Mawemako Mkhahle	Email	Mkhahle@dffe.gov.za		
Company	DFE - SE	Mobile	071 307 3212		
Designation	TECHNICAL ADVISER	Office	PRETORIA		
Name	Ilan Clephas	Email	Clephas.ij@gmail.com		
Company	Deltabec	Mobile	0612520065		
Designation	Observer	Office			
Name	Thabiso Buthezi	Email	Buthezi@dffe.gov.za		
Company	DFE	Mobile	061 3524780		
Designation	Driver	Office	Port Edward		

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

DELTA SUSTAINMENT 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 - 4 <sup>th</sup> Floor Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Euno Adams	Email	Eadams@dffe.gov.za		
Company	DFE	Mobile	061 403 1260		
Designation	FCW TECH	Office			
Name	Baobakwe	Email	Baobakwe@dffe.gov.za		
Company	DFE	Mobile	064 803 5023		
Designation	SAC SSM	Office	Cape Town Office		
Name	Mogobeng Sogonye	Email	Mogobeng@dffe.gov.za		
Company	DFE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	3rd small boardroom		
Name	Zukisa Manyipeli	Email	w33320@gmail.com		
Company	STOWIE-M	Mobile	074 4660270		
Designation	Secretary	Office			
Name	RILENY Goleho	Email	Rgoleho@dffe.gov.za		
Company	DFE	Mobile	061 3524780		
Designation	TECHNICAL MEMBER ADMIN	Office	3rd floor Small Boardroom		

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

DELTA SUSTAINMENT 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 5 <sup>th</sup> Floor Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nozuko Ntshokora	Email	Ntshokora@dffe.gov.za		
Company	DFE	Mobile	0837045227		
Designation	SED	Office	043-7420013		
Name	Thabiso Buthezi	Email	Buthezi@dffe.gov.za		
Company	DFE	Mobile	061 3524780		
Designation	Driver	Office	Port Edward		
Name	Mawemako Mkhahle	Email	Mkhahle@dffe.gov.za		
Company	DFE - SE	Mobile	071 307 3212		
Designation	FCW	Office	028 445 9720		
Name	Nkhuliso Nkosi	Email	Nkhuliso@dffe.gov.za		
Company	DFE	Mobile	078 455 0911		
Designation	Chair	Office	Fore Trust		
Name	Ilan Clephas	Email	Clephas.ij@gmail.com		
Company	Deltabec	Mobile	061 2520065		
Designation	Observer	Office			

: Verification - 31/01/2023 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	31-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Small Boardroom 3 <sup>rd</sup> Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Cichelo	Email	NCichelo@dfpe.gov.za		
Company	DFPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBERS: ADMIN	Office	FISHERIES BRANCH: 3 <sup>rd</sup> floor Small Boardroom		
Name	Zukisa Mpayipeli	Email	wsssf26@gmail.com		
Company	STOWIE - M	Mobile	049 4660 290		
Designation	Secretary	Office			
Name	Nkhabeni Sepsegoe	Email	Nkhabeni@dfpe.gov.za		
Company	DFPE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	021 402 3726		
Name	Bethanie Nycedai	Email	Bethanie.Nycedai@dfpe.gov.za		
Company	DFPE	Mobile	084 903 5072		
Designation	Driver	Office	b.nycedai@dfpe.gov.za		
Name	Elise Adams	Email	EliseAdams@dfpe.gov.za		
Company	DFPE	Mobile	061 603 1360		
Designation	FDW TCH	Office			

Figure 8-5: 31/01/2023 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	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:10		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3 <sup>rd</sup> Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nozuko NISOLOTA	Email	NOzukoN@dfpe.gov.za		
Company	DFPE	Mobile	0827045227		
Designation		Office	East London		
Name	Thabiso Buthezi	Email	Tbuthezi@dfpe.gov.za		
Company	DFPE	Mobile	0615524780		
Designation		Office			
Name	Irlon Cleophas	Email	ICleophasij@gmail.com		
Company	Deltabec	Mobile	0612330065		
Designation	Observer	Office			
Name	Nkhabeni Nkosi	Email	Nkhabeni@dfpe.gov.za		
Company	DFPE	Mobile	078 4585011		
Designation		Office	Fore Trust		
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-6: Verification - 01/02/2023 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	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:10		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 <sup>rd</sup> Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Cichelo	Email	NCichelo@dfpe.gov.za		
Company	DFPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBERS: ADMIN	Office	FISHERIES BRANCH: 3 <sup>rd</sup> floor		
Name	Zukisa Mpayipeli	Email	wsssf26@gmail.com		
Company	STOWIE - M	Mobile	049 4660 290		
Designation	Secretary	Office			
Name	Bethanie Nycedai	Email	Bethanie.Nycedai@dfpe.gov.za		
Company	DFPE	Mobile	084 903 5072		
Designation	Driver	Office	061 603 1360		
Name	Nkhabeni Sepsegoe	Email	Nkhabeni@dfpe.gov.za		
Company	DFPE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	021 402 3726		
Name	Irlon Cleophas	Email	ICleophasij@gmail.com		
Company	Deltabec	Mobile	061 2330065		
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, 2 <sup>nd</sup> Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mwabazeko Mkhisi	Email	Mkhisi@dffe.gov.za		
Company	DFFE - stakeholder engagement	Mobile	071 307 3822		M.Mkhisi
Designation	FCOJ	Office			
Name	Thabiso Buthelezi	Email	T.buthelezi@dffe.gov.za		
Company	DFFE	Mobile			T.M.B
Designation	Driver	Office			
Name	Nozuko Ntshokha	Email	Nntshokha@dffe.gov.za		
Company	DFFE	Mobile	0827045227		Nntshokha
Designation	Administrator	Office	East London		
Name	Nthandiso Nkosi	Email	Nnkosi@dffe.gov.za		
Company	DFFE	Mobile	0786580911		
Designation	Chair	Office	DFFE		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabeec	Mobile	0612330065		
Designation	Observer	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 <sup>rd</sup> Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulemgi Gcololo	Email	Wgcololo@dffe.gov.za		
Company	DFFE	Mobile	068 294 5967		
Designation	TECH MEMBER: ADMIN	Office	FISHRIES BETHUN: 3rd floor		
Name	Clive Adams	Email	Clivadams@dffe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	FCOJ TECH MEMBER	Office			
Name	Nkhabisi Sponsojee	Email	Nsponsojee@dffe.gov.za		
Company	DFFE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	021 402 3736		
Name	Bonhale Nqandla	Email	B.Nqandla@dffe.gov.za		
Company	DFFE	Mobile	064 403 5023		
Designation	Driver	Office	021 402 3709		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabeec	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 <sup>rd</sup> Floor, AED Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mwabazeko Mkhisi	Email	Mkhisi@dffe.gov.za		
Company	DFFE - stakeholder engagement	Mobile	071 307 3822		M.Mkhisi
Designation	FCOJ	Office	11th Floor, Main Boardroom		
Name	Nthandiso Nkosi	Email	Nnkosi@dffe.gov.za		
Company	DFFE	Mobile	078 658 0911		
Designation	FCOJ	Office			
Name	Nozuko Ntshokha	Email	Nntshokha@dffe.gov.za		
Company	DFFE	Mobile	0837045227		Nntshokha
Designation	Admin	Office	043 712003		
Name	Thabiso Buthelezi	Email	T.buthelezi@dffe.gov.za		
Company	DFFE	Mobile	06155247000		T.buthelezi
Designation	Driver	Office			
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabeec	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	09:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 <sup>rd</sup> Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulemgi Gcololo	Email	Wgcololo@dffe.gov.za		
Company	DFFE	Mobile	068 294 5967		
Designation	TECH MEMBER: ADMIN	Office	Cape Town: 1st floor Small Boardroom		
Name	Sibusiso Mnyampeli	Email	Sibusiso.Mnyampeli@dmw.gov.za		
Company	DMW	Mobile	044 4660 270		
Designation	Secretary	Office			
Name	Nkhabisi Sponsojee	Email	Nsponsojee@dffe.gov.za		
Company	DFFE	Mobile	083 274 6103		
Designation	Assistant Technical Lead	Office	021 402 3726		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabeec	Mobile	0612330065		
Designation	Observer	Office			
Name	Clive Adams	Email	Clivadams@dffe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	FCOJ TECH MEMBER	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 3B				
VENUE	Foretrust Building, 3 <sup>rd</sup> Floor, AB2 Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Uhlenhlo Nkosi	Email	Nkosi@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation		Office	Foretrust		
Name	Thabiso Buthelez	Email	Buthelez@dfpe.gov.za		
Company		Mobile	0615524780		
Designation		Office			
Name	Nozuko Ntshokata	Email	Ntshokata@dfpe.gov.za		
Company	DFPE	Mobile	0837045227		
Designation	SEO	Office	East London		
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		
Company	Deltabece	Mobile	061 2330065		
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, 3 <sup>rd</sup> Floor, small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pheleke Cichelo	Email	Pheleke@dfpe.gov.za		
Company	DFPE	Mobile	068 294 5467		
Designation	TECHNICAL MEMBER: ABS/M	Office	FISHRIES BRANCH, 3 <sup>rd</sup> Floor		
Name	Nkhaliso Sengiso	Email	Sengiso@dfpe.gov.za		
Company	DFPE	Mobile	083 274 6103		
Designation	Assistant team leader	Office	021 402 3726		
Name	Becula Noyedoi	Email	b.noyedoi@dfpe.gov.za		
Company	DFPE	Mobile	0645035023		
Designation	Driver	Office	021 402 3107		
Name	Khulu Tshabalala	Email	Tshabalala@dfpe.gov.za		
Company	STOWIE M.	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		
Company	Deltabece	Mobile	0612330065		
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 of 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, 3 <sup>rd</sup> Floor, AB2 Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Thabiso Mabile Buthelez	Email	Buthelez@dfpe.gov.za		
Company	DFPE	Mobile	0615524780		
Designation	Driver	Office			
Name	Nhlolwenhlo Nkosi	Email	Nkosi@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation		Office			
Name	Jukisa Mpaipeli	Email	wss2ae@gmail.com		
Company	STOWIE M	Mobile	077 4660 276		
Designation	Secretary	Office			
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		
Company	Deltabece	Mobile	061 2330065		
Designation	Observer	Office			
Name	Nozuko Ntshokata	Email	Ntshokata@dfpe.gov.za		
Company	DFPE	Mobile	0837045227		
Designation		Office	013-742013		

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	Forestry Building, 3rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG GQOLOLO	Email	Wgqolo@dppe.gov.za		
Company	DPPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBER ADMIN	Office	FISHERIES BRANCH 2nd floor		
Name	Nkwaliso Sijesephe	Email	Nkwaliso@dppe.gov.za		
Company	DPPE	Mobile	083 274 6103		
Designation	Assistant team leader	Office	021 402 3726		
Name	Bazwile Ngceda	Email	b.ngceda12@gmail.com		
Company	DPPE	Mobile	064 403 5022		
Designation	Driver	Office	021 402 3726		
Name	Zukisa Mnyipeli	Email	wccsp26@gmail.com		
Company	STOWIE-M	Mobile	074 4660 290		
Designation	Secretariat	Office			
Name	Ilon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabee	Mobile	061 233 0055		
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	Forestry Building, 3rd Floor, Abs Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nkwaliso Nkosi	Email	Nkwaliso@dppe.gov.za		
Company	DPPE	Mobile	078 458 0911		
Designation	BN	Office	Forestry		
Name	Nozuko Ntshobane	Email	Nntshobane@dppe.gov.za		
Company	DPPE	Mobile	083 7015 227		
Designation	SEO	Office	East London		
Name	MABISO M. BATHLEZI	Email	Mabiso@dppe.gov.za		
Company	DPPE	Mobile	061 524 780		
Designation	DPPE	Office	Port Edward		
Name	Ilon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabee	Mobile	061 233 0055		
Designation	Observer	Office			
Name	KWANI TSHENYI	Email	Ktshenyi@gmail.com		
Company	STOWIE M	Mobile	067 030 6501		
Designation	SECRETARY	Office	CPT		

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	Forestry Building, 2nd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG GQOLOLO	Email	Wgqolo@dppe.gov.za		
Company	DPPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBER ADMIN	Office	FISHERIES BRANCH 3rd floor		
Name	Zukisa Mnyipeli	Email	wccsp26@gmail.com		
Company	STOWIE-M	Mobile	074 4660 290		
Designation	Secretariat	Office			
Name	Nkwaliso Sijesephe	Email	Nkwaliso@dppe.gov.za		
Company	DPPE	Mobile	083 274 6103		
Designation	Ass. Team leader 3B	Office	021 402 3726		
Name	Bazwile Ngceda	Email	b.ngceda12@gmail.com		
Company	DPPE	Mobile	064 403 5022		
Designation	Driver	Office	021 402 3726		
Name	Ilon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabee	Mobile	061 233 0055		
Designation	Observer	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	Mkhalela Ntosi	Email	Ntosi@edpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	DA	Office	Foretrust		
Name	Mozuko Ntsokola	Email	Ntsokola@dfpe.gov.za		
Company	DFPE	Mobile	083 7045 227		
Designation	SEO	Office	East London		
Name	Thabiso Buthelez	Email	Tbuthelez@edpe.gov.za		
Company	DFPE	Mobile	061 35 24 780		
Designation	Diver	Office	Port Edward		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Delabec	Mobile	061 233 0066		
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	PULENG Gcabo	Email	Ngcabo@edpe.gov.za		
Company	DFPE	Mobile	068 284 5764		
Designation	TECHNICAL MEMBER	Office	FISHERIES BRANCH : 3rd Floor		
Name	SIWAPHIWE BAMBELU	Email	wesf19@gmail.com		
Company	STONIE-M Trading	Mobile	067 137 2449		
Designation	Secretary	Office	FISHERIES BRANCH : 3rd Floor		
Name	NGABENGO SENGANGE	Email	Ngabengo@edpe.gov.za		
Company	DFPE	Mobile	083 274 6105		
Designation	Assistant team leader	Office	021 202 3726		
Name	Bhebe Ngweni	Email	bngweni@edpe.gov.za		
Company	DFPE	Mobile			
Designation	Reviewer	Office			
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Delabec	Mobile	061 233 0066		
Designation	Observer	Office	-		

Figure 8-19: Verification - 09/02/2023 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	10-02-23		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process Team 3A				
VENUE	Foretrust Building, 3rd Floor				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Thabiso Buthelez	Email	Tbuthelez@edpe.gov.za		
Company	DFPE	Mobile	061 35 24 780		
Designation	Diver	Office			
Name	Mkhalela Ntosi	Email	Ntosi@edpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	DA	Office			
Name	Mozuko Ntsokola	Email	Ntsokola@dfpe.gov.za		
Company	DFPE	Mobile	083 7045 227		
Designation	Technical Member	Office	East London		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Delabec	Mobile	061 233 0066		
Designation	Observer	Office	-		
Name		Email			
Company		Mobile			
Designation		Office			

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



DELTA best government 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	Forestry Building 3rd Floor small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENGI Cicoelo	Email	Wcicoelo@delta.co.za		
Company	DFFE	Mobile	082 244 5764		
Designation	TECHNICAL MEMBER/STAFF	Office	2nd floor small Boardroom		
Name	SIWAPHIVE BAMBELO	Email	wsiwaphive@delta.co.za		
Company	STONE-M	Mobile	067 271 2449		
Designation	SECRETARIAT	Office	2nd floor small Boardroom		
Name	Mphahlele Sibusiso	Email	MphahleleS@delta.gov.za		
Company	DFFE	Mobile	082 270 6103		
Designation	Assistant Team leader	Office	021 662 3756		
Name	Perelwa DISE	Email	PerelwaD@delta.co.za		
Company	DFFE	Mobile	082 903 2022		
Designation	Driver	Office			
Name	Jalen Clephane	Email	Clephanej@delta.co.za		
Company	DeltaBec	Mobile	061 353 0065		
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

<b>*Attendance</b>	<p>Are the following team members present for the quality control day:</p> <ul style="list-style-type: none"> <li>• Chairperson (SSFML Director)</li> <li>• Assessment team leaders (SSFM Deputy Directors)</li> <li>• Fisheries community development workers (FCDW) d. Secretariat (Stowie-M)</li> <li>• Observer Ensure the Delta BEC attendance register is signed.</li> </ul> <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		ATTENDANCE REGISTER		forestry, fisheries & the environment	
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, 3rd Floor, Foreweek Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fite Senechal	Email	fite.senechal@pbcmail.com		
Company	Delta PBC	Mobile	074 557 0416		
Designation	Process Manager / Observer	Office			
Name	Nkomo Ndosi	Email	Nkomo1@dffe.gov.za		
Company	DFFE	Mobile	078 458 0911		
Designation	TEAM 3 Chair (bD)	Office	Foreweek Building		
Name	Stephen Sigau	Email	ssigau@dffe.gov.za		
Company	DFFE	Mobile	0714146671		
Designation	Team 2 Chair (bD)	Office			
Name	Bumeleni Ndosi	Email	bndosi@dffe.gov.za		
Company	DFFE	Mobile	083 277 5737		
Designation	Team 1 Chair (bD)	Office	CPT		
Name	A. Nkomo	Email	A.Nkomo@dffe.gov.za		
Company	DFFE	Mobile	060 508 7014		
Designation	Director	Office			

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Kuan Thusef	Email	kuanthusef@gmail.com		
Company	Stowie M. Secake	Mobile	067 030 3801		
Designation	SECRETARY	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 DFFE.

## 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.