

**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 43
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	100%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	91%
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>	St Helena Bay 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-WA0104 ST Helena bay Community Hall".
<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 applicants were given one less day to prepare to be at the distribution phase.
<b>Additional Comments</b>	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><b>PUBLIC NOTICE</b></p> <p><b>DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT ROLLING OUT WESTERN CAPE SMALL-SCALE FISHERIES VERIFICATION, REGISTRATION, DECLARATION, AND RIGHTS ALLOCATION</b></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 identity 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.</p> <p>Community members must notify the DFFE prior to the meeting, on the number provided below, to arrange the authorisation of a proxy letter.</p> <p>A template of the proxy letter can be retrieved from the nearest Fisheries Compliance Offices of the DFFE.</p> <p><b>Notes on the verification process</b></p> <ul style="list-style-type: none"> <li>• Verification forms are not for sale.</li> <li>• Each verification form will have a unique sequence number and the form should not be photocopied.</li> <li>• Eligible community members will be required to visit the distribution centres to collect their verification forms.</li> <li>• Community members will be given 31 days to complete the forms and collect all the required documentation.</li> <li>• The DFFE will collect/receive all verification forms after 31 days at the same venues.</li> <li>• 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.</li> </ul> <p>The process timeline will be as follows:</p>																																																																																																																																																												
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	<table border="1"> <thead> <tr> <th colspan="6">WEST COAST REGION</th> </tr> <tr> <th>COMMUNITY</th> <th>VENUE</th> <th>ESTIMATED MOBILISATION DATE</th> <th>ESTIMATED DISTRIBUTION</th> <th>DFFE COLLECTION DATE</th> <th>REGISTRATION TIME</th> </tr> </thead> <tbody> <tr> <td>Ebenhaezer</td> <td>Ebenhaezer Community Centre</td> <td>19 September 2022</td> <td>3 October 2022</td> <td>7 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Lutzville</td> <td>Lutzville</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Papendorp</td> <td>Papendorp Church Centre</td> <td>19 September 2022</td> <td>4 October 2022</td> <td>8 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Leipolville</td> <td>Leipolville Church Hall</td> <td>19 September 2022</td> <td>6 October 2022</td> <td>10 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Graafwater</td> <td>Leipolville Church Hall</td> <td>19 September 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Stompneus Bay/Duyker Island/Columbine																																																																																																																																																															
Steenberg's Cove	Steenberg Community Hall	19 September 2022	6 October 2022	10 November 2022	09:00-16:00																																																																																																																																																										
Laingville/West Point	Sports Clubhouse	19 September 2022	3 October 2022	7 November 2022	09:00-16:00																																																																																																																																																										
Paternoster	Paternoster Community Hall	19 September 2022	4 October 2022	8 November 2022	09:00-16:00																																																																																																																																																										
Saldanha (White City)	White City Multipurpose Centre	19 September 2022	5 October 2022	9 November 2022	09:00-16:00																																																																																																																																																										
Saldanha Diaz Vlle																																																																																																																																																															
Hopfield	Hopfield Community Hall	19 September 2022	6 October 2022	10 November 2022	09:00-16:00																																																																																																																																																										
Langebaan	Langebaan Thusing Centre	19 September 2022	7 October 2022	11 November 2022	09:00-16:00																																																																																																																																																										
Yzerfontein	Yzerfontein Community Hall	14 September 2022	28 September 2022	2 November 2022	09:00-16:00																																																																																																																																																										
Darling	Darling Community Hall	12 September 2022	27 September 2022	1 November 2022	09:00-16:00																																																																																																																																																										
Manne	Manne Moravian Church Hall	12 September 2022	27 September 2022	1 November 2022	09:00-16:00																																																																																																																																																										
Blouberg	Melkbos Country Club	12 September 2022	26 September 2022	31 October 2022	09:00-16:00																																																																																																																																																										
Atlantis	Saxon Sea Civic Centre	12 September 2022	26 September 2022	31 October 2022	09:00-16:00																																																																																																																																																										

#	CRITERIA TO BE MET	YES/NO	
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

	Criteria To Be Met	Yes/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.

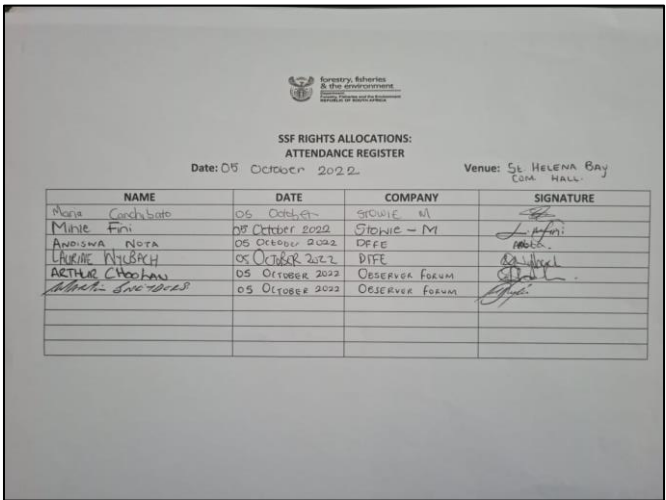

**Table 4-1: Distribution - Planned start vs Actual start**

ITEM	DESCRIPTION
<b>Venue</b>	St Helena Bay Community Hall
<b>Planned Start Date</b>	05/10/2022
<b>Actual Start Date</b>	05/10/2022
<b>Data collector</b>	Martin Snyders – Observer Forum Andiswa Nota - DFFE
<b>Effect on applicants</b>	The project is on track to be completed as committed by the department
<b>Additional Comments</b>	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	See above item 4 and 5																												
2	Did the venue open on time?	No	N/A																												
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>Mona Cechobato</td> <td>05 October 2022</td> <td>STEWIE - M</td> <td>[Signature]</td> </tr> <tr> <td>Maria Fina</td> <td>05 October 2022</td> <td>STEWIE - M</td> <td>[Signature]</td> </tr> <tr> <td>ANDISWA NOKA</td> <td>05 October 2022</td> <td>DFFE</td> <td>[Signature]</td> </tr> <tr> <td>LAVINE NYUSUPH</td> <td>05 October 2022</td> <td>DFFE</td> <td>[Signature]</td> </tr> <tr> <td>ACTHUR CROOKER</td> <td>05 October 2022</td> <td>OBSERVER FORUM</td> <td>[Signature]</td> </tr> <tr> <td>ADITHIN SINDIGA</td> <td>05 October 2022</td> <td>OBSERVER FORUM</td> <td>[Signature]</td> </tr> </tbody> </table>	NAME	DATE	COMPANY	SIGNATURE	Mona Cechobato	05 October 2022	STEWIE - M	[Signature]	Maria Fina	05 October 2022	STEWIE - M	[Signature]	ANDISWA NOKA	05 October 2022	DFFE	[Signature]	LAVINE NYUSUPH	05 October 2022	DFFE	[Signature]	ACTHUR CROOKER	05 October 2022	OBSERVER FORUM	[Signature]	ADITHIN SINDIGA	05 October 2022	OBSERVER FORUM	[Signature]
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ACTHUR CROOKER	05 October 2022	OBSERVER FORUM	[Signature]																												
ADITHIN SINDIGA	05 October 2022	OBSERVER FORUM	[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	

### 4.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the St Helena Bay 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 (Figure 4-1: WhatsApp conversation, evidence for Table 4-2 item 1,2,3,4 and 5, indicating the correspondence received from the observer for the distribution process.

2022/09/27, 10:17 - 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.

2022/09/27, 10:17 - Isaac created group "St Helena Comm Hall"

2022/09/27, 10:17 - Isaac added you

2022/10/05, 08:12 - Isaac: 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.

2022/10/05, 08:13 - Isaac added Patrick Booyen

2022/10/05, 08:43 - Isaac: Good morning @27843244695, are you at the venue?

2022/10/05, 09:29 - Fritz - Delta BEC: Hi @27843244695 , are you with us?

2022/10/05, 09:31 - Fritz - Delta BEC: Hi Patrick, I just saw a message from Charles saying that Martin will be in your place

2022/10/05, 09:31 - Fritz - Delta BEC: Martin Snyders.vcf (file attached)

2022/10/05, 09:31 - Patrick Booyen: Good morning no there someone else there in Sandy point I am at work at the sae

2022/10/05, 09:31 - Fritz - Delta BEC: @27715556838 Please add Martin and make contact with hm

2022/10/05, 09:42 - Isaac: Ok

2022/10/05, 09:43 - Isaac added Martin Snyders

2022/10/05, 09:43 - Isaac: Good morning @27791898771

2022/10/05, 09:43 - Isaac: Are you at the venue yet

2022/10/05, 10:31 - Fritz - Delta BEC: Mario Skil.vcf (file attached)

2022/10/05, 10:31 - Fritz - Delta BEC: Hi @ia

2022/10/05, 10:31 - Fritz - Delta BEC: Hi @27715556838 try adding Mario

2022/10/05, 10:31 - Fritz - Delta BEC: Please also give each of them a WhatsApp call

2022/10/05, 10:48 - Fritz - Delta BEC: @27714140671 Who your team lead at this venue? and what is their contact details?

2022/10/05, 10:49 - Fritz - Delta BEC: <Media omitted>

2022/10/05, 10:49 - Fritz - Delta BEC: <Media omitted>

2022/10/05, 10:49 - Fritz - Delta BEC: Hi, find above the process that needs to be observed as well as the code of conduct and confidentiality agreement. By agreeing to observe at the dedicated venue you opt to adhering to the code of conduct and the confidentiality agreement.

2022/10/05, 10:49 - Fritz - Delta BEC: The venue should be open from 9am -4pm.

2022/10/05, 10:49 - Fritz - Delta BEC: You will be added to a WhatsApp group on which you will answer questions, send photos and raise concerns. Please let me know if you have any questions.

2022/10/05, 10:49 - Fritz - Delta BEC: Hi Martin, the above information is for you to go through

2022/10/05, 10:49 - Fritz - Delta BEC: Please answer the questions asked by @27715556838

2022/10/05, 10:54 - Sindisa Sigam: Andiswa will be the contact person

2022/10/05, 10:54 - Sindisa Sigam: Andiswa Nota.vcf (file attached)

2022/10/05, 10:55 - Isaac added +27 63 616 0085

2022/10/05, 10:58 - Isaac: Did the DFFE arrange a venue and date for the collection of verification forms?

2022/10/05, 10:58 - Fritz - Delta BEC: Martins phone is on charge, @27715556838 please contact him through andiswa if you ave not from him by 11:30

2022/10/05, 10:59 - Isaac: Ok

2022/10/05, 11:22 - +27 63 616 0085: Yes

2022/10/05, 11:22 - Isaac: Is there any posters in sight.

2022/10/05, 11:33 - Isaac: @27636160085

2022/10/05, 11:34 - Isaac: Please don't forget to answer

2022/10/05, 11:35 - +27 63 616 0085: <Media omitted>

2022/10/05, 11:35 - +27 63 616 0085: No

2022/10/05, 11:36 - Isaac: Has an attendance register being signed by all parties including the Observer Forum?

2022/10/05, 11:43 - +27 63 616 0085: <Media omitted>

2022/10/05, 11:43 - +27 63 616 0085: Participants - Yes

2022/10/05, 11:44 - Isaac: Did the process start on time?

2022/10/05, 11:45 - +27 63 616 0085: No

2022/10/05, 11:46 - Isaac: What time did it start

2022/10/05, 11:47 - +27 63 616 0085: 10:30

2022/10/05, 11:51 - Isaac: Does the department have a list with all the names of all the fishers from 2016? And are verification forms being handed out to the fishers on site?

2022/10/05, 11:53 - +27 63 616 0085: Yes

2022/10/05, 11:54 - Isaac: May I have a close up of supporting pictures?

2022/10/05, 11:55 - +27 63 616 0085: I will send once both columns have been signed

2022/10/05, 11:59 - Isaac: On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?

2022/10/05, 12:08 - +27 63 616 0085: <Media omitted>

2022/10/05, 12:08 - +27 63 616 0085: <Media omitted>

2022/10/05, 12:08 - +27 63 616 0085: Yes

2022/10/05, 12:28 - Isaac: 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?

2022/10/05, 12:32 - +27 63 616 0085: Explanation was that fishers will resubmit forms after 30 days, no filling in of forms will be done in the venue

2022/10/05, 12:53 - Martin Snyders: Yes

2022/10/05, 12:54 - Martin Snyders: Yes

2022/10/05, 12:55 - Martin Snyders: No

2022/10/05, 12:56 - Martin Snyders: No

2022/10/05, 12:56 - Martin Snyders: 10:30

2022/10/05, 12:56 - Martin Snyders: Yes

2022/10/05, 12:58 - Martin Snyders: <Media omitted>

2022/10/05, 12:58 - Martin Snyders: <Media omitted>

2022/10/05, 12:58 - Martin Snyders: <Media omitted>

2022/10/05, 12:58 - Martin Snyders: <Media omitted>

2022/10/05, 12:58 - Martin Snyders: <Media omitted>

2022/10/05, 12:58 - Martin Snyders: <Media omitted>

2022/10/05, 12:58 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

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2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:01 - Martin Snyders: <Media omitted>

2022/10/05, 13:02 - Martin Snyders: <Media omitted>

2022/10/05, 13:02 - Martin Snyders: <Media omitted>

2022/10/05, 13:02 - Martin Snyders: <Media omitted>

2022/10/05, 13:02 - Martin Snyders: <Media omitted>

2022/10/05, 13:02 - Martin Snyders: <Media omitted>

2022/10/05, 13:02 - Martin Snyders: Yes

2022/10/05, 13:02 - Martin Snyders: Yes

2022/10/05, 13:03 - Martin Snyders: Yes

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

#### 4.4 ISSUES RAISED

**Table 4-3: Distribution -Data collected**

ISSUES RAISED	SORTED OUT ON THE DAY YES/NO
The process started at 10:30	N/A

## 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.

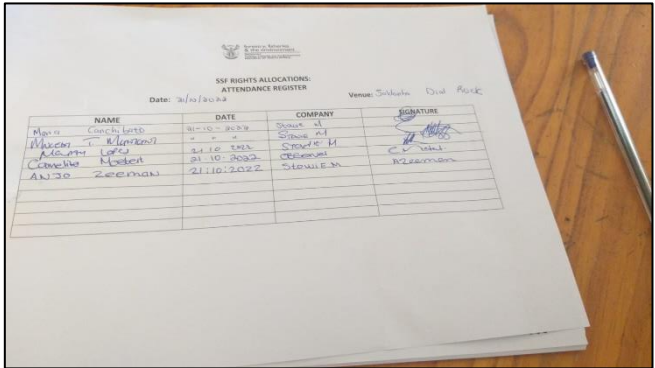

**Table 5-1: Catch-All Distribution - Date and Venue**

ITEM	DESCRIPTION
<b>Venue</b>	Saldhana, Dial Rock
<b>Date</b>	21 October 2022
<b>Data Collection</b>	Camelita – 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	See below item 4 and 5, venue is open
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	



#	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 Saldhana Dial Rock 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, 12:12 - 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, 12:12 - Isaac - Delta BEC created group "C-A:D. Imizamo Yethu OF"
2022/10/17, 12:12 - Isaac - Delta BEC added you
2022/10/17, 12:46 - Isaac - Delta BEC changed the subject from "C-A:D. Imizamo Yethu OF" to "C-A:D. Saldanha Bay: D R"
2022/10/21, 08:45 - Isaac - Delta BEC added Camelita Mostert
2022/10/21, 08:48 - Zukiswa - Delta BEC: Good Morning *Camelita* , this group will be used for communication regarding this venue *C-A-D Saldahna, Dial Rock* , 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.
2022/10/21, 08:48 - Zukiswa - Delta BEC: Are you at the venue?
2022/10/21, 09:48 - Camelita Mostert: yes
2022/10/21, 09:50 - Zukiswa - Delta BEC: Please send a photo: venue outside & inside
2022/10/21, 09:54 - Camelita Mostert: IMG-20221021-WA0002.jpg (file attached)
2022/10/21, 09:54 - Camelita Mostert: IMG-20221021-WA0003.jpg (file attached)
2022/10/21, 09:54 - Camelita Mostert: IMG-20221021-WA0004.jpg (file attached)
2022/10/21, 09:56 - Camelita Mostert: IMG-20221021-WA0005.jpg (file attached)
2022/10/21, 09:57 - Camelita Mostert: IMG-20221021-WA0006.jpg (file attached)
2022/10/21, 10:01 - Camelita Mostert: IMG-20221021-WA0007.jpg (file attached)
2022/10/21, 10:01 - Camelita Mostert: IMG-20221021-WA0008.jpg (file attached)
2022/10/21, 10:03 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No
2022/10/21, 10:04 - Camelita Mostert: No
2022/10/21, 10:08 - Zukiswa - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms? Yes or No

2022/10/21, 10:08 - Camelita Mostert: Yes

2022/10/21, 10:14 - Zukiswa - Delta BEC: Please send a photo : DFFE official explaining

2022/10/21, 10:14 - Camelita Mostert: Monday did do the presentation very very well

2022/10/21, 10:14 - Camelita Mostert: IMG-20221021-WA0009.jpg (file attached)

2022/10/21, 10:15 - Camelita Mostert: IMG-20221021-WA0010.jpg (file attached)

2022/10/21, 10:16 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/21, 10:20 - Camelita Mostert: No

2022/10/21, 10:35 - Camelita Mostert: IMG-20221021-WA0011.jpg (file attached)

2022/10/21, 10:47 - Zukiswa - Delta BEC: Thank you for the additional photo

2022/10/21, 10:47 - Zukiswa - Delta BEC: Did the process commence on time? Yes or No

2022/10/21, 10:48 - Camelita Mostert: Yes

2022/10/21, 10:48 - Zukiswa - Delta BEC: Please send a photo: process taking place on time

2022/10/21, 10:48 - Camelita Mostert: IMG-20221021-WA0014.jpg (file attached)

2022/10/21, 10:49 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/21, 10:50 - Camelita Mostert: No

2022/10/21, 11:04 - Zukiswa - Delta BEC: Has an attendance register been signed by all parties including the observer forum? Yes or No

2022/10/21, 11:05 - Camelita Mostert: Yes

2022/10/21, 11:07 - Zukiswa - Delta BEC: Please send a photo: of the register

2022/10/21, 11:08 - Camelita Mostert: IMG-20221021-WA0020.jpg (file attached)

2022/10/21, 11:08 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/21, 11:09 - Camelita Mostert: No my dear

2022/10/21, 11:35 - Zukiswa - 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

2022/10/21, 11:36 - Camelita Mostert: Yes

2022/10/21, 11:37 - Zukiswa - Delta BEC: Please send a photo: list of all fisher's from 2016

2022/10/21, 11:50 - Camelita Mostert: IMG-20221021-WA0028.jpg (file attached)

2022/10/21, 11:50 - Camelita Mostert: IMG-20221021-WA0029.jpg (file attached)

2022/10/21, 11:50 - Camelita Mostert: IMG-20221021-WA0030.jpg (file attached)

2022/10/21, 11:51 - Camelita Mostert: IMG-20221021-WA0031.jpg (file attached)

2022/10/21, 11:51 - Camelita Mostert: IMG-20221021-WA0032.jpg (file attached)

2022/10/21, 11:51 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/21, 11:52 - Camelita Mostert: No

2022/10/21, 12:00 - Zukiswa - 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

2022/10/21, 12:02 - Camelita Mostert: Yes

2022/10/21, 12:05 - Zukiswa - Delta BEC: Please send a photo: DFFE explaining to fishers

2022/10/21, 12:06 - Camelita Mostert: IMG-20221021-WA0039.jpg (file attached)

2022/10/21, 12:09 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/21, 12:13 - Camelita Mostert: What I can comment is that the officials did done the proses very well and the people do have understood

2022/10/21, 12:13 - Zukiswa - 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

2022/10/21, 12:14 - Camelita Mostert: yes

2022/10/21, 12:15 - Zukiswa - Delta BEC: Please send a photo: DFFE explaining

2022/10/21, 12:20 - Camelita Mostert: IMG-20221021-WA0040.jpg (file attached)

2022/10/21, 12:21 - Camelita Mostert: IMG-20221021-WA0010.jpg (file attached)

2022/10/21, 12:21 - Camelita Mostert: IMG-20221021-WA0041.jpg (file attached)

2022/10/21, 13:26 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/21, 14:06 - Camelita Mostert: It was a pleasure for me to be an observer to monitor

2022/10/21, 14:08 - Zukiswa - Delta BEC: IMG-20221007-WA0115.jpg (file attached)

Hi there Camelita please let us know if there are any changes throughout the day.

2022/10/21, 14:11 - Camelita Mostert: There wasn't changes I did left half an hour cause there cause I did have to go home thanks

2022/10/21, 14:11 - Zukiswa - Delta BEC: That's the end of the session..thank you so much for taking part in the data collection process.

## 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	St Helena bay Community Hall
Date new poster was put up	01/12/2022
Original Planned Start Date	09/11/2022
Updated Planned Start Date	13/12/2022

### 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.

WEST COAST REGION				WEST COAST REGION			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME	COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Ebenhaezer	Ebenhaezer Community Centre	12 December 2022	09:00-16:00	Saldanha Diaz Ville	White City Multi-purpose centre		
Lutzville				Hopefield	Hopefield Community Hall	08 December 2022	09:00-16:00
Papendorp	Papendorp Church Hall	13 December 2022	09:00-16:00	Langebaan	Langebaan Thusong Centre	07 December 2022	09:00-16:00
Graafwater	Leipollville Church Hall	15 December 2022	09:00-16:00	Yzerfontein	Yzerfontein Community Hall	07 December 2022	09:00-16:00
Leipollville				Darling	Darling Community Hall	09 December 2022	09:00-16:00
Doring Bay	Miriam Owies Hall	14 December 2022	09:00-16:00	Mamre	Mamre Moravian Church Hall	06 December 2022	09:00-16:00
Lamberts Bay	Don Burell Hall	12 December 2022	09:00-16:00	Blouberg	Melkbos Country Club	06 December 2022	09:00-16:00
Elands Bay	Elands Bay Community Hall	13 December 2022	09:00-16:00	Allanits	Saxon Sea Primary School Hall	06 December 2022	09:00-16:00
Veldrift	Noordhoek Civic	14 December 2022	09:00-16:00				
Vredenberg	Witteklip Community Hall	15 December 2022	09:00-16:00				
Sandy Point	St Helena Bay Community Hall	13 December 2022	09:00-16:00				
Stompneus Bay/Duykers Island/Columbine							
Steenberg Cove	Steenberg Cove Community Hall	13 December 2022	09:00-16:00				
Laingville/West Point	Laingville Sports Club house	14 December 2022	09:00-16:00				
Palenoster	Palenoster Community Hall	15 December 2022	09:00-16:00				
Saldanha (white city)		08 December 2022	09:00-16:00				

For more information, please contact: 021 402 3614.

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**

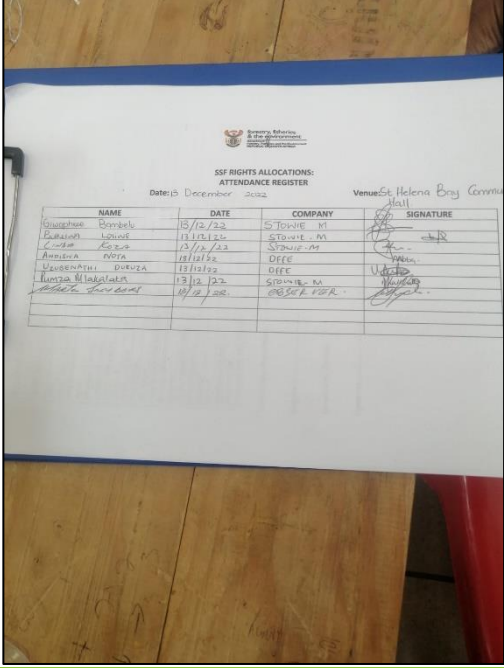
ITEM	DESCRIPTION
<b>Venue</b>	St Helena Bay Community Hall
<b>Original Planned Start Date</b>	09/11/2022
<b>Updated Planned Start Date</b>	13/12/2022
<b>Actual Start Date</b>	13/12/2022
<b>Data collector</b>	Martin Snyders – Observer Forum
<b>Effect on applicants</b>	<p>The project is delayed according to the original start date and 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 to 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>

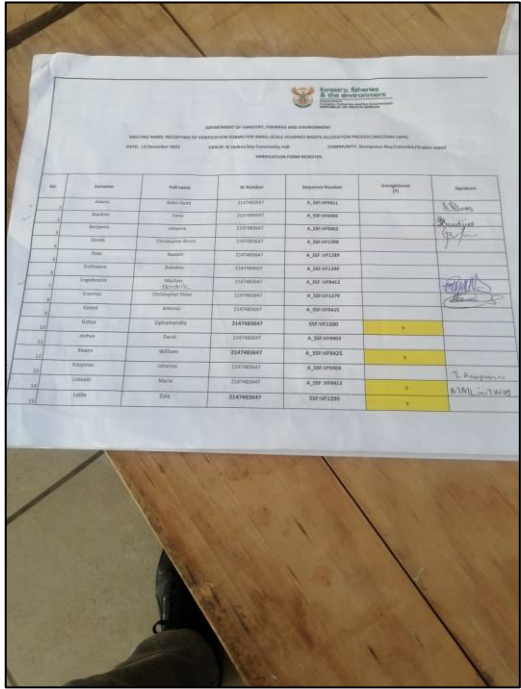





## 7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL


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**

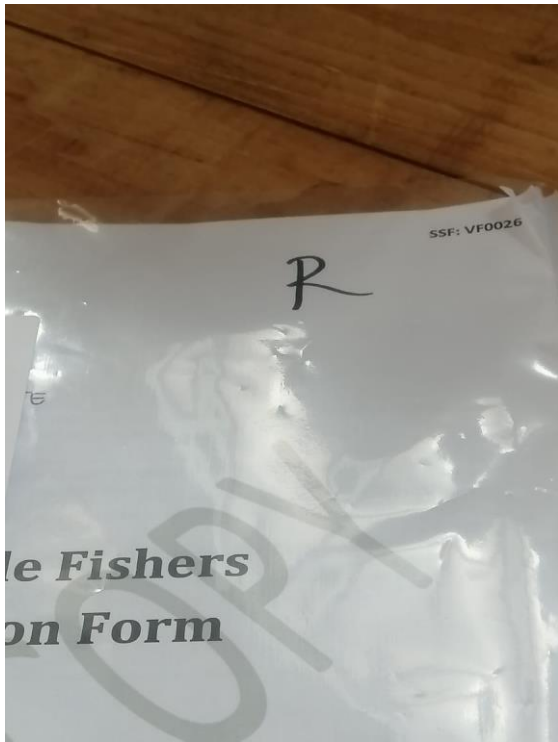
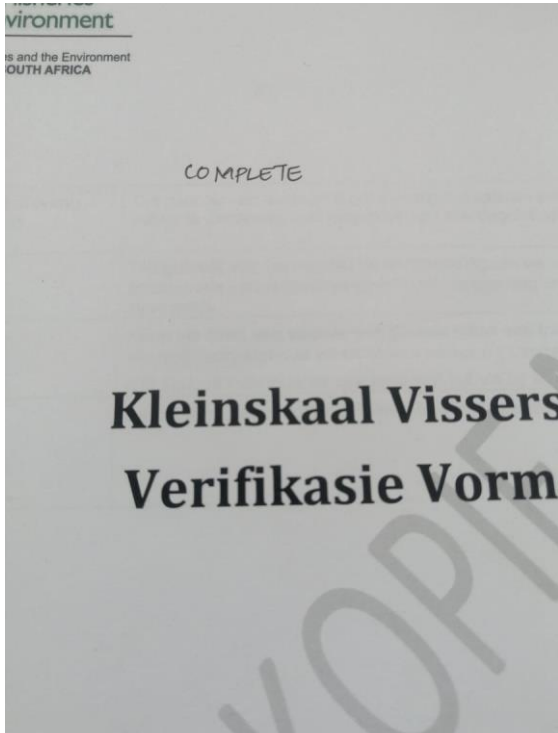
#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Was the venue opened at 08:30?	Yes	N/A
2	Is there an attendance register for the DFFE team and observer forum?	Yes	
3	Have you signed the attendance register? (Send a Photo of the register you and the service provider signed)	Yes	See above item 2


#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
4	Is there an attendance register for the fishers to sign?	Yes	
5	Are there electronic and paper copies of the registered fishers?	No	See above item 4 for the paper copy
6	Is there an electronic checklist?	Yes	N/A
7	Is there a stamp pad for complete or incomplete forms?	Yes	


#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
8	Are there receipt books?	Yes	
9	Are there laptops set up?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
10	Do the laptops have internet connection? (Ask the laptop operator to open google)	Yes	N/A
11	Is there a video camera set up?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
12	Are there clearly labelled boxes for storing the applications?	Yes	 <p>The image shows two A4 Grey Containers from 'Tidy Files Filing Solutions'. The left container is labeled 'St Helena Bay STOMPNEUS BAY WC-STO' and the right one is labeled 'St Helena Bay SANDY POINT WC-SAN'. Both containers have 'FORM QTY' written in red. The containers are sitting on a wooden floor.</p>
13	Has the service provider explained the procedure of the day to the fishers?	Yes	 <p>The image shows a group of people in a room with brick walls. A service provider is standing and talking to a group of people, including a man in a black shirt and a woman in a white shirt. They are gathered around a table with papers on it. There are several red plastic chairs in the foreground.</p>
14	Are fishers being guided to data capturers?	Yes	See above item 9

#	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	
17	Are the data capturers going through the applications to ensure that they are complete?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
18	Are the data capturers adding a thumbprint where applicants have not signed?	Yes	
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	
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	N/A
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



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#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
26	Did the venue close at 16:00?	Yes	N/A

## 7.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the St Helena Bay 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**

2022/12/02, 11:31 - 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, 11:31 - Isaac created group "St Helena Bay Receipting "

2022/12/02, 11:31 - Isaac added you

2022/12/13, 07:56 - Isaac added Sindisa Sigam

2022/12/13, 07:57 - Isaac: Hi Observer Team, thank you for serving your community by agreeing to observe today. This group will be used for communication regarding the venue \*St Helena Bay\* , 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.

2022/12/13, 08:23 - Fritz - Delta BEC: Martin will be observing here

2022/12/13, 08:23 - Fritz - Delta BEC: 0791898771

2022/12/13, 08:23 - Fritz - Delta BEC: Please add him and restart the process

2022/12/13, 09:13 - Isaac: Hi Observer Team, thank you for serving your community by agreeing to observe today. This group will be used for communication regarding the venue \*St Helena Bay\* , 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.

2022/12/13, 09:15 - Isaac added Martin Snyders

2022/12/13, 09:15 - Isaac: Hi Observer Team, thank you for serving your community by agreeing to observe today. This group will be used for communication regarding the venue \*St Helena Bay\* , 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.

2022/12/13, 09:15 - Isaac: 2.1 Was the venue opened at 08:30?

2022/12/13, 10:36 - Martin Snyders: Yes

2022/12/13, 10:47 - Martin Snyders: <Media omitted>

2022/12/13, 10:47 - Martin Snyders: <Media omitted>

2022/12/13, 10:48 - Martin Snyders: <Media omitted>

2022/12/13, 10:49 - Martin Snyders: <Media omitted>

2022/12/13, 10:50 - Martin Snyders: <Media omitted>

2022/12/13, 10:50 - Martin Snyders: <Media omitted>

2022/12/13, 11:02 - Martin Snyders: <Media omitted>

2022/12/13, 11:02 - Martin Snyders: <Media omitted>

2022/12/13, 11:02 - Martin Snyders: <Media omitted>

2022/12/13, 11:02 - Martin Snyders: <Media omitted>

2022/12/13, 11:02 - Martin Snyders: <Media omitted>

2022/12/13, 11:09 - Martin Snyders: <Media omitted>

2022/12/13, 11:09 - Martin Snyders: <Media omitted>

2022/12/13, 11:10 - Isaac: 2.2 Is there an attendance register for the DFFE team and observer forum?

2022/12/13, 11:12 - Martin Snyders: <Media omitted>

2022/12/13, 11:12 - Martin Snyders: <Media omitted>

2022/12/13, 11:13 - Isaac: @27791898771 van you please answer with a Yes/ No please?

2022/12/13, 11:14 - Martin Snyders: <Media omitted>

2022/12/13, 11:14 - Martin Snyders: <Media omitted>

2022/12/13, 11:14 - Martin Snyders: <Media omitted>

2022/12/13, 11:15 - Martin Snyders: Yes

2022/12/13, 11:15 - Isaac: 2.3 Have you signed the attendance register? (Send a Photo of the register you signed)

2022/12/13, 11:16 - Martin Snyders: <Media omitted>

2022/12/13, 11:17 - Isaac: @27791898771 can you please answer question 2.3?

2022/12/13, 11:17 - Martin Snyders: <Media omitted>

2022/12/13, 11:19 - Isaac: @27791898771 please stick to Yes/ No in answering the questions.

2022/12/13, 11:19 - Isaac: 2.3 Have you signed the attendance register? (Send a Photo of the register you signed)

2022/12/13, 11:20 - Martin Snyders: <Media omitted>

2022/12/13, 11:20 - Martin Snyders: <Media omitted>

2022/12/13, 11:21 - Martin Snyders: <Media omitted>

2022/12/13, 11:21 - Martin Snyders: <Media omitted>

2022/12/13, 11:21 - Martin Snyders: <Media omitted>

2022/12/13, 11:21 - Martin Snyders: <Media omitted>

2022/12/13, 11:21 - Martin Snyders: <Media omitted>

2022/12/13, 11:21 - Martin Snyders: <Media omitted>

2022/12/13, 11:33 - Fritz - Delta BEC: Hi Martin, please send a picture of the attendance register that you have signed.

Please answer the questions and send the pictures that the administrators are requesting, we need to follow this process to ensure that DFFE is complying with their processes.

2022/12/13, 12:25 - Martin Snyders: <Media omitted>

2022/12/13, 12:25 - Martin Snyders: Yes

2022/12/13, 12:25 - Martin Snyders: Yes

2022/12/13, 12:25 - Isaac: 2.4 Is there an attendance register for the fishers to sign?

2022/12/13, 12:26 - Martin Snyders: Yes

2022/12/13, 12:28 - Martin Snyders: <Media omitted>

2022/12/13, 12:29 - Isaac: Can you take a picture of the signed registers?

2022/12/13, 12:29 - Fritz - Delta BEC: Hi Martin, please refrain from videos and please please only provide photos. The photos are added into a PDF and videos cannot be printed.

2022/12/13, 12:42 - Martin Snyders: <Media omitted>

2022/12/13, 12:43 - Isaac: 2.5 Are there electronic and paper copies of the registered fishers?

2022/12/13, 13:05 - Martin Snyders: <Media omitted>

2022/12/13, 13:06 - Isaac: Hi Martin, please send a picture of the attendance register that you have signed.

Please answer the questions and send the pictures that the administrators are requesting, we need to follow this process to ensure that DFFE is complying with their processes.

2022/12/13, 13:06 - Isaac: @27791898771 please stick to Yes/ No in answering the questions.

2022/12/13, 13:12 - Martin Snyders: <Media omitted>

2022/12/13, 13:13 - Martin Snyders: No

2022/12/13, 13:13 - Isaac: 2.6 Is there an electronic checklist?

2022/12/13, 13:26 - Fritz - Delta BEC: Hi Martine, we are quite far behind with the questions, please can you and Isaac ensure that you get through them quicker.

2022/12/13, 13:28 - Martin Snyders: Yes

2022/12/13, 13:29 - Isaac: 2.7 Is there a stamp pad for complete or incomplete forms?

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:31 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: <Media omitted>

2022/12/13, 13:32 - Martin Snyders: No

2022/12/13, 13:33 - Isaac: 2.8 Are there receipt books?

2022/12/13, 13:35 - Martin Snyders: No

2022/12/13, 13:36 - Isaac: How? Can you please ask the DFFE members?

2022/12/13, 13:43 - Isaac: @27791898771 can we please finish the questionnaire.

2022/12/13, 13:43 - Fritz - Delta BEC: Hi Martine and Isaac, please start from question 2.7 again. I have had a call with Martine

2022/12/13, 13:43 - Isaac: 2.7 Is there a stamp pad for complete or incomplete forms?

2022/12/13, 13:46 - Martin Snyders: Yes

2022/12/13, 13:47 - Isaac: May I get a picture?

2022/12/13, 13:48 - Martin Snyders: <Media omitted>

2022/12/13, 13:49 - Isaac: 2.8 Are there receipt books?

2022/12/13, 13:51 - Martin Snyders: Yes

2022/12/13, 13:51 - Martin Snyders: <Media omitted>

2022/12/13, 13:51 - Isaac: 2.9 Are there laptops set up?

2022/12/13, 13:52 - Martin Snyders: Yes

2022/12/13, 13:52 - Isaac: May I get a picture?

2022/12/13, 13:53 - Martin Snyders: <Media omitted>

2022/12/13, 13:53 - Isaac: 2.10 Do the laptops have internet connection? (Ask the laptop operator to open google)

2022/12/13, 13:54 - Martin Snyders: Yes

2022/12/13, 13:54 - Isaac: May I get a picture?

2022/12/13, 13:56 - Martin Snyders: <Media omitted>

2022/12/13, 13:56 - Isaac: 2.11 Is there a video camera set up?

2022/12/13, 14:02 - Martin Snyders: Yes

2022/12/13, 14:03 - Isaac: May I have a picture?

2022/12/13, 14:07 - Martin Snyders: <Media omitted>

2022/12/13, 14:10 - Isaac: 2.12 Are there clearly labelled boxes for storing the applications?

2022/12/13, 14:27 - Martin Snyders: Yes

2022/12/13, 14:27 - Isaac: May I have a picture?

2022/12/13, 14:28 - Martin Snyders: <Media omitted>

2022/12/13, 14:28 - Isaac: 2.13 Has the service service provider explained the procedure of the day to the fishers?

2022/12/13, 14:29 - Martin Snyders: Yes

2022/12/13, 14:29 - Isaac: 2.14 Are fishers being guided to data capturers?

2022/12/13, 14:30 - Martin Snyders: Yes

2022/12/13, 14:30 - Isaac: 2.15 Are the data capturers friendly?

2022/12/13, 14:31 - Martin Snyders: Yes

2022/12/13, 14:31 - Isaac: 2.16 Are fishers forms being marked with a big "R" if they are registered on the database?

2022/12/13, 14:31 - Martin Snyders: Yes

2022/12/13, 14:31 - Isaac: May I have a picture?

2022/12/13, 14:33 - Martin Snyders: <Media omitted>

2022/12/13, 14:33 - Isaac: 2.17 Are the data capturers going through the applications to ensure that they are complete?

2022/12/13, 14:34 - Martin Snyders: Yes

2022/12/13, 14:34 - Isaac: 2.18 Are the data capturers adding a thumbprint where applicants have not signed?

2022/12/13, 14:39 - Martin Snyders: Yes

2022/12/13, 14:40 - Isaac: May I have a picture?

2022/12/13, 14:41 - Martin Snyders: <Media omitted>

2022/12/13, 14:41 - Isaac: 2.19 Are the data capturers filling in the electronic checklist?

2022/12/13, 14:42 - Martin Snyders: Yes

2022/12/13, 14:42 - Isaac: 2.20 Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it?

2022/12/13, 14:43 - Martin Snyders: Yes

2022/12/13, 14:44 - Isaac: Can I have a picture?

2022/12/13, 15:00 - Martin Snyders: <Media omitted>

2022/12/13, 15:00 - Isaac: 2.21 Are data capturers completing the first part of the fishers application forms?

2022/12/13, 15:01 - Martin Snyders: Yes

2022/12/13, 15:01 - Isaac: 2.22 Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.

2022/12/13, 15:04 - Martin Snyders: Yes



2022/12/13, 15:04 - Isaac: May I get a picture?

2022/12/13, 15:12 - Martin Snyders: <Media omitted>

2022/12/13, 15:13 - Isaac: 2.23 Are the data capturers stapling all the fishers documentation?

2022/12/13, 15:13 - Martin Snyders: Yes

2022/12/13, 15:14 - Isaac: 2.24 Are the data captureres placing the stapled documentaion in the labelled box next to them?

2022/12/13, 15:14 - Martin Snyders: Yes

2022/12/13, 16:00 - Isaac: May I please have the register signed by the fishers only?

2022/12/13, 16:08 - Martin Snyders: <Media omitted>

2022/12/13, 16:08 - Martin Snyders: <Media omitted>

2022/12/13, 16:08 - Martin Snyders: <Media omitted>

2022/12/13, 16:09 - Isaac: Did the venue close at 16:00?

2022/12/13, 16:11 - Martin Snyders: No

2022/12/13, 16:11 - Isaac: What time are you planning to close?

2022/12/13, 16:12 - Martin Snyders: We close now

2022/12/13, 16:12 - Isaac: Ok, thank you very much for your assistance today @27791898771

2022/12/13, 16:12 - Martin Snyders: 👍

## 7.4 ISSUES RAISED

**Table 7-4: Distribution -Data collected**

ISSUE RAISED	SORTED OUT ON THE DAY YES/NO
The observer noted that there is no electronic list of the fishers.	No
Venue finished late	N/A

## 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>	WC
<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 1	ZUKISWA MNGQOLO	YES	YES	NO	YES	YES	YES	YES
27-JAN-23	TEAM 1	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
30-JAN-23	TEAM 1A	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
31-JAN-23	TEAM 1A	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
01-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
02-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
03-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	YES	YES	YES	YES	YES	YES	YES
06-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
07-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES

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?
08-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
09-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
10-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES

<b>*Attendance</b>	<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>
<b>*Checking completeness</b>	<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>
<b>*Successful or unsuccessful</b>	<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> </ul>

	<ul style="list-style-type: none"> <li>• At least 10 years accumulative experience</li> <li>• Majority of livelihood should be dependent on small scale fishing</li> </ul>
*Reserved applications	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"?

### 8.3.1.1 Issues

Table 8-2: Comments and Issues

#	DATE	TEAM	COMMENTS/ISSUES
01	25 JAN 2023	TEAM 1, 2, 3	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>The team discussed potentially difficult scenarios and agreed on how to move forward from them, this was noted on a documented by DFFE.</p>
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
08	08 FEB 2023	TEAM 1A	No FCDW present
08	08 FEB 2023	TEAM 1B	No FCDW 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 Meeting				
VENUE	Offshore Building DFFE / 5th Floor Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Ficeniwa Joseph	Email	Fjoseph@dffe.gov.za		
Company	DFFE	Mobile	078 235009		
Designation	FCDW	Office	CPT		
Name	Kuan Tshesky	Email	Ktshesky@gmail.com		
Company	STOWIE M.	Mobile	067 030 3801		
Designation	SECRETARIAT	Office	CPT		
Name	Riaan Hendricks	Email	riaanh101@gmail.com		
Company	DFFE	Mobile	071546782		
Designation	FCDW	Office	CPT		
Name	Bernardus Muth	Email	bernardusmuth@dffe.gov.za		
Company	DFFE	Mobile	073 227 5827		
Designation	DD	Office	CPT		
Name	UZUBENATHI DUNEZA	Email	uzubenathi@dffe.gov.za		
Company	DFFE: SSFM	Mobile	083 266 7994		
Designation	SA	Office	CPT		

**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	08:35		
MEETING TYPE	Assessment meeting				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Jukizwa Mngqolo	Email	msmngqolo@yahoo.com		
Company	Delta BEC	Mobile	083 868 158		
Designation	observer	Office	CPT		
Name	Bernardus Muth	Email	bernardusmuth@dffe.gov.za		
Company	DFFE	Mobile	083 227 5827		
Designation	DD	Office	CPT		
Name	Kuan Tshesky	Email	Ktshesky@gmail.com		
Company	STOWIE M.	Mobile	067 030 3801		
Designation	SECRETARIAT	Office	CPT		
Name	Ficeniwa Joseph	Email	Fjoseph@dffe.gov.za		
Company	DFFE	Mobile	078 235009		
Designation	FCDW	Office	CPT		
Name	Riaan Hendricks	Email	riaanh101@gmail.com		
Company	DFFE	Mobile	071546782		
Designation	FCDW	Office	CPT		
Name	UZUBENATHI DUNEZA	Email	uzubenathi@dffe.gov.za		
Company	DFFE	Mobile	083 266 7994		
Designation	SAC	Office	CPT		
Name	Abongile Ntshongane	Email	Abongile@dffe.gov.za		
Company	DFFE	Mobile	060 508 7017		
Designation	Director	Office	CPT - Se. Boardroom		

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

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30.01.2023		
PROJECT NAME	Rights Allocation Process	TIME	10:20		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom 1				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiswa Mngqolo	Email	msmngqolo		
Company	Delta BEC	Mobile	0838688158		
Designation	Observer	Office	CPT		<i>Z. Mngqolo</i>
Name	Kuan Tousek	Email	ktousek@gmail.com		
Company	STONE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		<i>K. Tousek</i>
Name	Bonhelo Chabane-Maxiani	Email	B.Chabane@gmail.com		
Company	DTFG	Mobile	082 672 0777		
Designation	FCDW - Technical Team	Office	Mossie BAT		<i>B. Chabane</i>
Name	Bonhelo Chabane	Email	bonhelo.c.chabane@gmail.com		
Company	DTFG	Mobile	082 672 0777		
Designation	FCDW	Office	CPT		
Name	Phakiso Nkomo	Email	Phakiso.Nkomo@dppe.gov.za		
Company	DPPE	Mobile	083 979 8008		
Designation	Administrator	Office	P. Edward		<i>P. Edward</i>

Figure 8-3: Verification - 30/01/2023 Team 1A Attendance Register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30.01.2023		
PROJECT NAME	Rights Allocation Process	TIME	10:41		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Riaan Hendriks	Email	Riaan.h101@gmail.com		
Company	DPPE	Mobile	0715464954		
Designation	CPT FCDW	Office			<i>R. Hendriks</i>
Name	Luyanda Tjeko	Email	Ltjeko@dppe.gov.za		
Company	DPPE (SSPM)	Mobile	0835183016		
Designation	ASSISTANT DIRECTOR	Office			<i>L. Tjeko</i>
Name	ANOLINA NORA	Email	anolina@dppe.gov.za		
Company	DPPE	Mobile	063460085		
Designation	DEVEE	Office			<i>A. Nora</i>
Name	Zukiswa Mngqolo	Email	msmngqolo@yahoo.com		
Company	Delta BEC	Mobile	083 8688 158		
Designation	Observer	Office	CPT		<i>Z. Mngqolo</i>
Name	Kuan Tousek	Email	ktousek@gmail.com		
Company	STONE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		<i>K. Tousek</i>

Figure 8-4: Verification - 30/01/2023 Team 1B Attendance Register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31.01.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:20		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Kuan Tousek	Email	ktousek@gmail.com		
Company	STONE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		<i>K. Tousek</i>
Name	Bonhelo Chabane	Email	bonhelo.c.chabane@gmail.com		
Company	DTFG	Mobile	082 672 0777		
Designation	FCDW	Office	CPT		<i>B. Chabane</i>
Name	Phakiso Nkomo	Email	Phakiso.Nkomo@dppe.gov.za		
Company	DPPE	Mobile	083 979 8008		
Designation	Administrator	Office	P. Edward		<i>P. Edward</i>
Name	Bonhelo Chabane-Maxiani	Email	B.Chabane@gmail.com		
Company	DTFG	Mobile	082 672 0777		
Designation	FCDW - Technical Support	Office	Mossie BAT		<i>B. Chabane</i>
Name	Udoberathi Dube	Email	uduberathi@dppe.gov.za		
Company	DPPE (SSPM)	Mobile	083 666 7974		
Designation	SAC	Office	CPT		<i>U. Dube</i>

Figure 8-5: Verification - 31/01/2023 Team 1A 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	31/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	08:16		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Awo-Isa Nosa	Email	anosa@dffe.gov.za		
Company	DFPE - SSFM	Mobile	0696120985		
Designation	DRIVER	Office			
Name	Bonnie Hama	Email	Bhama@dffe.gov.za		
Company	DFPE - SSFM	Mobile	0717521516 / 0713502233		
Designation	ADMINISTRATOR	Office			
Name	Luyanda Tuko	Email	L.Tuko@dffe.gov.za		
Company	DFPE: SSFM	Mobile	0835183016		
Designation	Asst. Team Leader	Office			
Name	Riaan Hendricks	Email	Rhendricks@dffe.gov.za		
Company	DFPE: SE	Mobile	0714516704		
Designation	Tech. Support	Office			
Name	Zuziso Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Defto BEC	Mobile	0828288158		
Designation	Observer	Office	CPT		

Figure 8-6: 31/01/2023 Team 1B 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	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	08:35		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom SA				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Phakiso Nkomo	Email	Pnkomo@dffe.gov.za		
Company	DFPE	Mobile	0730705952		
Designation	Asst. Team Leader	Office			
Name	Kwani Tsesey	Email	KTsesey@gmail.com		
Company	Stevie M.	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		
Name	Zuziso Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Defto BEC	Mobile	0833688158		
Designation	Observer	Office	CPT		
Name	Bonnie Chakam-Nkomo	Email	B.Chakam@dffe.gov.za		
Company	DFPE	Mobile	082 672 0777		
Designation	DFPE - Technical member	Office	Process Buyer		
Name	Bonnie Hama	Email	Bhama@dffe.gov.za		
Company	DFPE	Mobile			
Designation	Team Leader	Office	CPT		

Figure 8-7: Verification - 01/02/2023 Team 1A 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	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom SA				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Kwani Tsesey	Email	KTsesey@gmail.com		
Company	Stevie M.	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		
Name	Phakiso Nkomo	Email	Pnkomo@dffe.gov.za		
Company	DFPE	Mobile			
Designation	Asst. Team Leader	Office			
Name	Zuziso Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Defto BEC	Mobile	0828288158		
Designation	Observer	Office	CPT		
Name	Luyanda Tuko	Email	L.Tuko@dffe.gov.za		
Company	DFPE	Mobile	0835183016		
Designation	Assistant Team leader	Office			
Name	Bonnie Hama	Email	Bhama@dffe.gov.za		
Company	DFPE	Mobile	0717521516		
Designation	Administrator	Office			

Figure 8-8: Verification - 01/02/2023 Team 1B Attendance Register



DELTA ATTENDANCE REGISTER				DELTA ATTENDANCE REGISTER				
CLIENT NAME			DATE	ATTENDEE INFORMATION			CONTACT INFORMATION	SIGNATURE
Department of Environment, Forestry and Fisheries			02-02-2023	Name: <i>Pheleke Mlamani</i>			Email: <i>PhelekeM@offe.gov.za</i>	
PROJECT NAME: Rights Allocation Process			TIME: 10:30	Company: <i>DFE</i>			Mobile: <i>072 872 5950</i>	
MEETING TYPE: Assessment Process - Team 1A				Designation: <i>Asst. Comm.</i>			Office: <i>P. Mlamani</i>	
VENUE: Foretrust Building 5th Floor Boardroom 5A				Name: <i>Juriso Mngqolo</i>			Email: <i>msmngqolo@yahoo.com</i>	
ATTENDEE INFORMATION			CONTACT INFORMATION			SIGNATURE		
Name: <i>Juriso Mngqolo</i>			Email: <i>msmngqolo@yahoo.com</i>					
Company: <i>Delta BEC</i>			Mobile: <i>082 86 88 158</i>					
Designation: <i>Observer</i>			Office: <i>CPT</i>					
Name: <i>Uzubenethi Dukuza</i>			Email: <i>udzukuza@offe.gov.za</i>					
Company: <i>DFE : SSFM</i>			Mobile: <i>083 266 7994</i>					
Designation: <i>SAC</i>			Office: <i>CPT</i>					
Name: <i>Bongo Mkhos</i>			Email: <i>bongom@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i></i>					
Designation: <i>Levy</i>			Office: <i>CPT</i>					
Name: <i>Bokampelo Chikana-Nkwanani</i>			Email: <i>BChikana@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i>082 672 0777</i>					
Designation: <i>TECHNICAL MEMBER</i>			Office: <i>Mossel Bay</i>					
Name: <i>Kwan Tsheshe</i>			Email: <i>kwtsheshe@gmail.com</i>					
Company: <i>STOWIE M.</i>			Mobile: <i>067 030 3901</i>					
Designation: <i>SECRETARY</i>			Office: <i>CPT</i>					

Figure 8-9: Verification - 02/02/2023 Team 1A Attendance Register

DELTA ATTENDANCE REGISTER				DELTA ATTENDANCE REGISTER				
CLIENT NAME			DATE	ATTENDEE INFORMATION			CONTACT INFORMATION	SIGNATURE
Department of Environment, Forestry and Fisheries			02-02-2023	Name: <i>Lusanda Tuko</i>			Email: <i>Luko@offe.gov.za</i>	
PROJECT NAME: Rights Allocation Process			TIME: 10:30	Company: <i>DFE</i>			Mobile: <i>083 518 2016</i>	
MEETING TYPE: Assessment Process - Team 1B				Designation: <i>Asst. Team LEADER</i>			Office: <i></i>	
VENUE: Foretrust Building 5th Floor Boardroom 5A				Name: <i>Juriso Mngqolo</i>			Email: <i>msmngqolo@yahoo.com</i>	
ATTENDEE INFORMATION			CONTACT INFORMATION			SIGNATURE		
Name: <i>Juriso Mngqolo</i>			Email: <i>msmngqolo@yahoo.com</i>					
Company: <i>Delta BEC</i>			Mobile: <i>082 86 88 158</i>					
Designation: <i>Observer</i>			Office: <i>CPT</i>					
Name: <i>Bongani Nkomo</i>			Email: <i>Bnkomo@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i>071 920 1516</i>					
Designation: <i>Administrative</i>			Office: <i></i>					
Name: <i>Riaan Hendricks</i>			Email: <i>Rhendricks@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i>071 756 7574</i>					
Designation: <i>TECH. SUPP</i>			Office: <i></i>					
Name: <i>Andiswa Nkomo</i>			Email: <i>ANkomo@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i>063 616 0085</i>					
Designation: <i>DFE</i>			Office: <i></i>					
Name: <i>Kwan Tsheshe</i>			Email: <i>kwtsheshe@gmail.com</i>					
Company: <i>STOWIE M.</i>			Mobile: <i>067 030 3901</i>					
Designation: <i>SECRETARY</i>			Office: <i>CPT</i>					

Figure 8-10: Verification - 02/02/2023 Team 1B Attendance Register

DELTA ATTENDANCE REGISTER				DELTA ATTENDANCE REGISTER				
CLIENT NAME			DATE	ATTENDEE INFORMATION			CONTACT INFORMATION	SIGNATURE
Department of Environment, Forestry and Fisheries			03-02-2023	Name: <i>Bongani Mkhos</i>			Email: <i>bongom@offe.gov.za</i>	
PROJECT NAME: Rights Allocation Process			TIME: 08:15	Company: <i>DFE</i>			Mobile: <i>083 227 5777</i>	
MEETING TYPE: Assessment Process - Team 1A				Designation: <i>Levy</i>			Office: <i>CPT</i>	
VENUE: Foretrust Building 5th Floor Boardroom 5A				Name: <i>Juriso Mngqolo</i>			Email: <i>msmngqolo@yahoo.com</i>	
ATTENDEE INFORMATION			CONTACT INFORMATION			SIGNATURE		
Name: <i>Juriso Mngqolo</i>			Email: <i>msmngqolo@yahoo.com</i>					
Company: <i>Delta BEC</i>			Mobile: <i>082 86 88 158</i>					
Designation: <i>Observer</i>			Office: <i>CPT</i>					
Name: <i>Kwan Tsheshe</i>			Email: <i>kwtsheshe@gmail.com</i>					
Company: <i>STOWIE M.</i>			Mobile: <i>067 030 3901</i>					
Designation: <i>SECRETARY</i>			Office: <i>CPT</i>					
Name: <i>Pheleke Mlamani</i>			Email: <i>PhelekeM@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i>082 870 5950</i>					
Designation: <i>Asst. Comm.</i>			Office: <i>027 211 1003</i>					
Name: <i>Bokampelo Chikana-Nkwanani</i>			Email: <i>BChikana@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i>082 672 0777</i>					
Designation: <i>TECHNICAL MEMBER</i>			Office: <i>Mossel Bay</i>					
Name: <i>Uzubenethi Dukuza</i>			Email: <i>udzukuza@offe.gov.za</i>					
Company: <i>DFE</i>			Mobile: <i>083 266 7994</i>					
Designation: <i>SAC</i>			Office: <i>CPT</i>					

Figure 8-11: Verification - 03/02/2023 Team 1A 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			
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiswa Mngqolo	Email	mzmngqolo@ycooo.com		[Signature]
Company	Delta BEC	Mobile	082888158		
Designation	Observer	Office	CPT		
Name	KIAN TRUSKEY	Email	ktruskey@gmail.com		[Signature]
Company	STEWIE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		
Name	ANISHA NOTA	Email	anisha@dde.gov.za		[Signature]
Company	DFE	Mobile	083 610085		
Designation	DEIVERA	Office	CPT		
Name	BONGANI NEMO	Email	bnemo@dde.gov.za		[Signature]
Company	DFE	Mobile	091 952 1516		
Designation	Administrators	Office			
Name	Luyanda Tuko	Email	L.Tuko@dde.gov.za		[Signature]
Company	DFE	Mobile	0825183016		
Designation	NEW TEAM LEADER	Office			

Figure 8-12: Verification - 03/02/2023 Team 1B 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	06.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	05:09		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiswa Mngqolo	Email	mzmngqolo@ycooo.com		[Signature]
Company	Delta BEC	Mobile	082888158		
Designation	Observer	Office	CPT		
Name	Phulele Nkomo	Email	PhuleleNkomo@dde.gov.za		[Signature]
Company	DFE	Mobile	091 952 1515		
Designation	Admin	Office	2 Edinard		
Name	Bontlele Chikane-Nemsi	Email	BChikane@dde.gov.za		[Signature]
Company	DFE	Mobile	082 672 0777		
Designation	ADMIN MGR	Office	MOSSEL BAY		
Name	Udeberathi Duveta	Email	uuduveta@dde.gov.za		[Signature]
Company	DFE : SSFM	Mobile	083 266 7994		
Designation	SAC	Office	CPT		
Name	BONGANI NEMO	Email	bnemo@dde.gov.za		[Signature]
Company	DFE	Mobile	091 952 1515		
Designation	Admin	Office	CPT		

Figure 8-13: Verification - 06/02/2023 Team 1A 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	06. 02. 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:27		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ANOSWA NOKA	Email	anoswa@dfpe.gov.za		
Company	DFPE - 55FM	Mobile	0636160016		
Designation	DRIVER	Office			
Name	Bonhaz Nemo	Email	Bonhaz@dfpe.gov.za		
Company	DFPE - 55FM	Mobile	071921516		
Designation	Administrator	Office			
Name	Luyanda Noko	Email	L.Noko@dfpe.gov.za		
Company	DFPE	Mobile	0835183016		
Designation	ASS TEAM LEADER	Office			
Name	Zukiswa Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Deiro BEC	Mobile	083668158		
Designation	Observer	Office	CPT		
Name	Kenn Thusekay	Email	ktusekay@gmail.com		
Company	STOWIE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		

Figure 8-14: Verification - 06/02/2023 Team 1B 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. 2023		
PROJECT NAME	Rights Allocation Process	TIME	06:15		
MEETING TYPE	Assessment meeting/Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Bono Noko	Email	bono@dfpe.gov.za		
Company	DFPE	Mobile	083 223 5517		
Designation	Leader	Office	CPT		
Name	Phakiso Mkhumbi	Email	Phakiso@dfpe.gov.za		
Company	DFPE	Mobile	083 870 8950		
Designation	Admin	Office	889 200 1003		
Name	Umbenathi Dikwe	Email	udikwe@dfpe.gov.za		
Company	DFPE	Mobile	083 266 7996		
Designation	SAC	Office	CPT		
Name	Zukiswa Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Deiro BEC	Mobile	083668158		
Designation	Observer	Office	CPT		
Name	Zukisa Mngqolo	Email	wcsstpe@gmail.com		
Company	STOWIE-MV	Mobile	079 4660 290		
Designation	Secretary	Office			

Figure 8-15: Verification - 07/02/2023 Team 1A 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. 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:16		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiswa Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Deiro BEC	Mobile	083 868 158		
Designation	Observer	Office	CPT		
Name	Zukisa Mngqolo	Email	wcsstpe@gmail.com		
Company	STOWIE-M	Mobile	079 4660 290		
Designation	Secretary	Office			
Name	Luyanda Noko	Email	L.Noko@dfpe.gov.za		
Company	DFPE	Mobile	0835183016		
Designation	ASS TEAM LEADER	Office			
Name	Bonhaz Nemo	Email	Bonhaz@dfpe.gov.za		
Company	DFPE	Mobile	071921516		
Designation	Administrator	Office			
Name	ANOSWA NOKA	Email	anoswa@dfpe.gov.za		
Company	DFPE	Mobile	0636160016		
Designation	DRIVER	Office			

Figure 8-16: Verification - 07/02/2023 Team 1B 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	08.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiso Mngqalo	Email	mzmngqalo@yahoo.com		
Company	Delta BEC	Mobile	0828688158		
Designation	Observer	Office	CPT		
Name	Pheleke Mkhambane	Email	pmkhamb@dpfe.gov.za		
Company	DPFE	Mobile	0333723 3910		
Designation	Admin / Sec	Office	U. Rindani		
Name	Uzuberetha Butweli	Email	uzuberetha@dpfe.gov.za		
Company	DPFE	Mobile	083 266 7994		
Designation	SAC	Office	CPT		
Name	Bonani Mkhosi	Email	bonani@dpfe.gov.za		
Company	DPFE	Mobile	072 273 5877		
Designation	Lead	Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-17: Verification - 08/02/2023 Team 1A 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	08.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Luyiswale Tsho	Email	Luyiswale@dpfe.gov.za		
Company	DPFE	Mobile	0835182616		
Designation	Asst Team Leader	Office			
Name	Luan Tsheshe	Email	luan.tsheshe@gmail.com		
Company	STANIS M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		
Name	Bonhosi Mkhosi	Email	bonhosi@dpfe.gov.za		
Company	DPFE	Mobile	071 752 1514		
Designation	Administrative	Office			
Name	ANITA MOTA	Email	anita@dpfe.gov.za		
Company	DPFE	Mobile	0636160015		
Designation	DRIVER	Office			
Name	Zukiso Mngqalo	Email	mzmngqalo@yahoo.com		
Company	Delta BEC	Mobile	083 8688158		
Designation	Observer	Office	CPT		

Figure 8-18: Verification - 08/02/2023 Team 1B 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	09.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	ASSESSMENT VERIFICATION PROCESS - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiso Mngqalo	Email	mzmngqalo@yahoo.com		
Company	Delta BEC	Mobile	083 8688158		
Designation	Observer	Office	CPT		
Name	Pheleke Mkhambane	Email	pmkhamb@dpfe.gov.za		
Company	DPFE	Mobile	833 873 3910		
Designation	Admin / Sec	Office	P. Rindani		
Name	Luan Tsheshe	Email	luan.tsheshe@gmail.com		
Company	STANIS M.	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		
Name	Uzuberetha Butweli	Email	uzuberetha@dpfe.gov.za		
Company	DPFE	Mobile	083 266 7994		
Designation	SAC	Office	CPT		
Name	Bonani Mkhosi	Email	bonani@dpfe.gov.za		
Company	DPFE	Mobile	072 273 5877		
Designation	Lead	Office	CPT		

Figure 8-19: Verification - 09/02/2023 Team 1A 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	09. 02. 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment meeting / process - Team 1B				
VENUE	Foretrust Building 8th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	JUKUWO Mngqelo	Email	m.mngqelo@yohoo.com		[Signature]
Company	Dello BEC	Mobile	083868158		
Designation	Observer	Office	CPT		
Name	Luyanda Tulo	Email	L.Tulo@dffe.gov.za		[Signature]
Company	DFEC	Mobile	0835152616		
Designation	Ass. Team Leader	Office			
Name	BANKISO NEMO	Email	B.Nemo@dffe.gov.za		[Signature]
Company	DFFE	Mobile	071 958 1516		
Designation	Technical Administrator	Office			
Name	Andiso Noto	Email	andiso@dffe.gov.za		[Signature]
Company	DFFE	Mobile	0686100081		
Designation	Driver	Office			
Name	KUAN TEUSEN	Email	kuan.teusen@gmail.com		[Signature]
Company	STOWIE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		

Figure 8-20: Verification - 09/02/2023 Team 1B 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	08:00		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 8th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	JUKUWO Mngqelo	Email	m.mngqelo@yohoo.com		[Signature]
Company	Dello BEC	Mobile	083868158		
Designation	Observer	Office	CPT		
Name	Andiso Noto	Email	andiso@dffe.gov.za		[Signature]
Company	DFFE	Mobile	062 972 5976		
Designation	Admin / Sec	Office	R. Buzwani		
Name	BANKISO NEMO	Email	B.Nemo@dffe.gov.za		[Signature]
Company	DFFE	Mobile	071 958 1516		
Designation	Technical Administrator	Office			
Name	KUAN TEUSEN	Email	kuan.teusen@gmail.com		[Signature]
Company	STOWIE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		
Name	Uzubenathi DUNZA	Email	Uzubenathi@dffe.gov.za		[Signature]
Company	DFFE	Mobile	083 266 7994		
Designation	SAC	Office	CPT		

Figure 8-21: Verification - 10/02/2023 Team 1A 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	08:00		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 8th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	JUKUWO Mngqelo	Email	m.mngqelo@yohoo.com		[Signature]
Company	Dello BEC	Mobile	083868158		
Designation	Observer	Office	CPT		
Name	BANKISO NEMO	Email	B.Nemo@dffe.gov.za		[Signature]
Company	DFFE	Mobile	071 958 1516		
Designation	Technical Administrator	Office			
Name	Andiso Noto	Email	andiso@dffe.gov.za		[Signature]
Company	DFFE	Mobile	062 616 0806		
Designation	Driver	Office			
Name	Luyanda Tulo	Email	L.Tulo@dffe.gov.za		[Signature]
Company	DFFE	Mobile	0835152616		
Designation	Admin	Office			
Name	KUAN TEUSEN	Email	kuan.teusen@gmail.com		[Signature]
Company	STOWIE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		

Figure 8-22: Verification - 10/02/2023 Team 1B 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 Friday's the teams had not completed enough application 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
<b>Region</b>	WC/SC/CBD/SCC
<b>Actual Start Date</b>	25 January 2023
<b>End Date</b>	Delta BEC's appointment ends on 10 February 2023. The DFFE will continue with the verification process along with Stowie-M.
<b>Observer</b>	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	TEAMS: 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 delta environmental consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment 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, 3 <sup>rd</sup> Floor, Foreweek Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Seneappel	Email	fritz.seneappel@delta.com		
Company	Delta PEC	Mobile	074 557 0416		
Designation	Process Manager / Observer	Office			
Name	Alula Wale Ndosu	Email	Ndosu@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	TEAM 3 Chair (bD)	Office	Foreweek Building		
Name	Stephen Sigauzi	Email	ssigauzi@dfpe.gov.za		
Company	DFPE	Mobile	0714146671		
Designation	Team 2 Chair (bD)	Office			
Name	Bonhelo Mkhisi	Email	bonhelo@dfpe.gov.za		
Company	Dfpe	Mobile	083 277 5737		
Designation	Team leader (LWC)	Office	CPT		
Name	Absente Ngqungwana	Email	A.Ngqungwana@dfpe.gov.za		
Company	DFPE	Mobile	060 508 7014		
Designation	Director	Office			

DELTA delta environmental consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	KWAME TWUMESIA	Email	kwamtwumesia@gmail.com		
Company	STOWIE M. SECURITIES	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 8-23: 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.