

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

MASTER REPORT

FINAL REPORT
REVISION 00

MARCH 2023

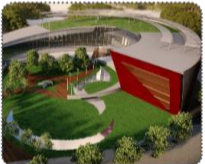


**forestry, fisheries
& the environment**

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



ANNEXURE AZ: AREA 52



Prepared for:

Department of Forestry, Fisheries, and the Environment



forestry, fisheries & the environment

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

Contact person:

Sindisa Sigam

Tel:

(071) 414 0671

Email:

SSigam@dfre.gov.za

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

ANNEXURE AZ: AREA 52

DRAFT REPORT
REVISION 00

MARCH 2023

Prepared by:

Delta Built Environment Consultants (Pty) Ltd

Contact person:

Fritz Swanepoel

Tel:

(012) 368 1850

Fax:

(012) 348 4738

Email:

Fritz.Swanepoel@deltabec.com



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 52
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	100%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	95%
VERIFICATION COMPLIANCE RATING	92%
AVERAGE COMPLIANCE RATING	90%

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GLOSSARY OF TERMS AND ABBREVIATIONS

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

1 INTRODUCTION

This chapter will be presented in the following sections:

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

1.1 BACKGROUND

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

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

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

Commented [CC1]: I changed this to one word and added a comma.

Commented [CC2]: 'eight hundred and two individual'?

Commented [CC3]: I removed the full stop here.

If an abbreviation consists of the first and last letters of a word, the British English norm is to exclude a full stop/period at the end. For example, the abbreviation of 'Mister' is 'Mr' (a full stop is not necessary as the final letter of the unabbreviated word is 'r'). The same is true for:

- Dr
- Mrs
- Ms
- St

However, if the abbreviation does not have the same final letter as the unabbreviated word, then the abbreviation requires a full stop/period. For example:

- Prof. (Professor)
- Pr. (Professional)

Commented [CC4]: first spell out the entire word/name and then state the abbreviated term in brackets.

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

Commented [CC5]: 'the receipting phase?'

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.

Commented [CC6]: 'is notified that'

This chapter is detailed in the following sections:

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

3.1 OVERVIEW

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

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

ITEM	DESCRIPTION
Venue	Plett New Horizon Community Hall
Planned Start Date	19-20 September 2022
Actual Start date	20 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 "20220920_121232 New Horizon Plettenberg Community Hall".
Data collector	DFFE – No specific person from DFFE observed on the day. The information was received in bulk through Sindisa Sigam.
Effect on applicants	DFFE is on track
Additional Comments	No observer forum had been formed by the time DFFE commenced with mobilisation, therefore, all mobilisation information was received from DFFE officials through pictures which they downloaded from their WhatsApp group chat.

3.2 CRITERIA TO BE MET TO BE SUCCESSFUL

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

3.2.1 POSTER

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

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

#	CRITERIA TO BE MET	YES/NO	
1	Have posters been designed with the following information:		
1.1	<ul style="list-style-type: none"> • Visitation schedule 	Yes	
1.2	<ul style="list-style-type: none"> • Location of the venues 	Yes	
1.3	<ul style="list-style-type: none"> • Dates and times for distribution and receipting 	Yes	
1.4	<ul style="list-style-type: none"> • Documents required for registration 	Yes	
1.5	<ul style="list-style-type: none"> • That forms are free 	Yes	

#	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.

Commented [CC7]: 'the criteria which DFFE needs to meet to prove'

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

	CRITERIA TO BE MET	YES/NO
1	Have SMSs been sent with the following information:	
1.1	• Visitation schedule	No
1.2	• Location of the venues	No
1.3	• Dates and times for distribution and receipting	No
1.4	• Documents required for registration	No

	CRITERIA TO BE MET	YES/NO
1.5	<ul style="list-style-type: none"> That forms are free 	No
2	Was proof provided that the SMS's were sent to the applicants of the area?	No

3.2.3 RADIO BROADCAST

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

Commented [CC8]: 'the criteria which DFFE needs to meet to prove'

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"> Visitation schedule 	No
1.2	<ul style="list-style-type: none"> Location of the venues 	No
1.3	<ul style="list-style-type: none"> Dates and times for distribution and receipting 	No
1.4	<ul style="list-style-type: none"> Documents required for registration 	No
1.5	<ul style="list-style-type: none"> That forms are free 	No
2	Was a copy of the broadcast message provided?	No
3	Was a letter from the radio station provided stating the dates the message aired?	No
4	Is there correspondence from DFFE to the radio stations?	No

3.3 DATA COLLECTED:

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

Table 3-5: Mobilisation - Data collected

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

3.3.1 OBSERVER FORUM FEEDBACK FORMS

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

3.3.2 LETTERS FROM VARIOUS SERVICE PROVIDERS

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

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

4 DISTRIBUTION

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

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

4.1 OVERVIEW

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

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


ITEM	DESCRIPTION
Venue	Plett New Horizon Community Hall
Planned Start Date	05/10/2022
Actual Start Date	05/10/2022
Data collector	Bazukile - DFFE
Effect on applicants	The project is on track to be completed as committed by the department
Additional Comments	N/A

Commented [CC9]: 'the report details...'

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 below items 4 and 5
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	N/A
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 Plett New Horizon 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, 10:13 - 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, 10:13 - Isaac - Delta BEC created group "Plett New Horizon Comm "

2022/09/27, 10:13 - Isaac - Delta BEC added you

2022/10/05, 08:19 - Isaac - Delta BEC: Good morning @27714140671, can you please allocate us a DFFE to observe in this venue.

2022/10/05, 09:30 - Sindisa DFFE: Bazukile.vcf (file attached)

2022/10/05, 09:35 - Zukiswa - Delta BEC: Good Morning *Bazukile* , this group will be used for communication regarding this venue *Plett New Horizon Community Hall* , 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, 09:36 - Zukiswa - Delta BEC: Are you at the venue?

2022/10/05, 11:03 - Isaac - Delta BEC added Bazukile DFFE

2022/10/05, 11:08 - Zukiswa - Delta BEC: Good Morning *Bazukile* , this group will be used for communication regarding this venue *Plett New Horizon Community Hall* , 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, 11:08 - Zukiswa - Delta BEC: Are you at the venue?

2022/10/05, 11:13 - Bazukile DFFE: Yes

2022/10/05, 11:18 - Zukiswa - Delta BEC: Please send a photo

2022/10/05, 11:34 - Bazukile DFFE: IMG-20221005-WA0032.jpg (file attached)

2022/10/05, 11:35 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/05, 11:58 - Bazukile DFFE: No

2022/10/05, 12:02 - Zukiswa - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms? Yes or No

2022/10/05, 12:43 - Bazukile DFFE: Yes

2022/10/05, 12:44 - Zukiswa - Delta BEC: Please send a photo

2022/10/05, 12:45 - Bazukile DFFE: IMG-20221005-WA0059.jpg (file attached)

2022/10/05, 12:52 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question?

2022/10/05, 12:52 - Bazukile DFFE: No

2022/10/05, 12:52 - Zukiswa - Delta BEC: Did the process commence on time?

2022/10/05, 12:53 - Bazukile DFFE: Yes

2022/10/05, 12:53 - Zukiswa - Delta BEC: Please send a photo

2022/10/05, 12:54 - Bazukile DFFE: IMG-20221005-WA0074.jpg (file attached)

2022/10/05, 13:04 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question?

2022/10/05, 13:13 - Bazukile DFFE: No

2022/10/05, 13:17 - Zukiswa - Delta BEC: Has the attendance register been signed by all parties including the observer forum?

2022/10/05, 13:25 - Bazukile DFFE: Yes

2022/10/05, 13:26 - Zukiswa - Delta BEC: Please send a photo: of the register

2022/10/05, 13:26 - Bazukile DFFE: IMG-20221005-WA0127.jpg (file attached)

2022/10/05, 13:26 - Bazukile DFFE: IMG-20221005-WA0129.jpg (file attached)

2022/10/05, 13:26 - Bazukile DFFE: IMG-20221005-WA0130.jpg (file attached)

2022/10/05, 13:27 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/05, 13:27 - Bazukile DFFE: No

2022/10/05, 13:28 - 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

2022/10/05, 13:29 - Bazukile DFFE: Yes

2022/10/05, 13:32 - Zukiswa - Delta BEC: Please send a photo:list of names fisher from 2016

2022/10/05, 14:06 - Bazukile DFFE: IMG-20221005-WA0139.jpg (file attached)

2022/10/05, 14:06 - Bazukile DFFE: IMG-20221005-WA0140.jpg (file attached)

2022/10/05, 14:06 - Bazukile DFFE: IMG-20221005-WA0141.jpg (file attached)

2022/10/05, 14:06 - Bazukile DFFE: IMG-20221005-WA0142.jpg (file attached)

2022/10/05, 14:07 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/05, 14:07 - Bazukile DFFE: No

2022/10/05, 14:10 - Zukiswa - Delta BEC: On the day of verification form collection, did the DFFE member's explain to fishers how to fill in the forms? Yes or No

2022/10/05, 14:27 - Bazukile DFFE: Yes

2022/10/05, 14:39 - Zukiswa - Delta BEC: Please send a photo: DFFE explaining

2022/10/05, 14:40 - Bazukile DFFE: IMG-20221005-WA0151.jpg (file attached)

2022/10/05, 14:41 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/05, 14:41 - Bazukile DFFE: VID-20221005-WA0152.mp4 (file attached)

2022/10/05, 14:42 - Bazukile DFFE: No

2022/10/05, 14:43 - 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?

2022/10/05, 14:44 - Bazukile DFFE: Yes

2022/10/05, 14:44 - Zukiswa - Delta BEC: Please send a photo

2022/10/05, 14:51 - Bazukile DFFE: IMG-20221005-WA0155.jpg (file attached)

2022/10/05, 14:51 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/05, 14:56 - Bazukile DFFE: No

2022/10/05, 14:59 - Zukiswa - Delta BEC: That's the end of the session..thank you so much for taking part in the data collection process.

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

5 CATCH-ALL DISTRIBUTION

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

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

5.1 OVERVIEW

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

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

ITEM	DESCRIPTION
Venue	Plett New Horizon Community Hall
Date	19/10/2022
Data Collection	Nola - DFFE

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

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

Table 5-2: Distribution -Criteria to be met

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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
3	Has an attendance register been signed by all parties including the observer forum?	Yes	
4	On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?	Yes	
5	On the date of verification form collection, did the DFFE members explain to fishers that forms can be filled in on the day of verification?	Yes	

5.3 WHATSAPP MESSAGES

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

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

2022/10/17, 11:52 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.
2022/10/17, 11:51 - Isaac - Delta BEC created group "C-A:D. Yzerfontein Com H."
2022/10/17, 11:51 - Isaac - Delta BEC added you
2022/10/17, 12:50 - Isaac - Delta BEC changed the subject from "C-A:D. Yzerfontein Com H." to "C-A:D. Plettenberg Bay:NW"
2022/10/18, 15:54 - Isaac - Delta BEC: @27714140671 can you please allocate an official for this venue for tomorrow? Thanks in advance.
2022/10/19, 08:07 - Zukiswa - Delta BEC: @27714140671 morning just a reminder to please allocate an official at this venue for us
2022/10/19, 08:46 - Sindisa DFFE: Noted colleagues, I will send it just now. I'm waiting for the number from Stowie
2022/10/19, 08:49 - Sindisa DFFE: Nola 0611943443
2022/10/19, 08:59 - Isaac - Delta BEC added +27 67 255 7608
2022/10/19, 09:06 - Isaac - Delta BEC removed +27 67 255 7608
2022/10/19, 09:07 - Isaac - Delta BEC added DFFE Nola
2022/10/19, 09:07 - Zukiswa - Delta BEC: Good Morning *Nola* , this group will be used for communication regarding this venue *C-A-D Plettenberg Bay: New Horizons* , and the distribution process taking place here today. We will be asking a series of *Yes/No* questions, please answer them accordingly. In between the questions we will be asking for photos and be giving space to raise concerns, please answer these questions when prompted.
2022/10/19, 09:08 - Zukiswa - Delta BEC: Are you at the venue?
2022/10/19, 09:08 - DFFE Nola: Yes
2022/10/19, 09:10 - Zukiswa - Delta BEC: Please send a photo: of venue outside & inside
2022/10/19, 09:11 - DFFE Nola: IMG-20221019-WA0006.jpg (file attached)
2022/10/19, 09:11 - DFFE Nola: IMG-20221019-WA0007.jpg (file attached)

2022/10/19, 09:13 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/19, 09:13 - DFFE Nola: No

2022/10/19, 09:20 - Zukiswa - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms? Yes or No

2022/10/19, 09:29 - DFFE Nola: Yes

2022/10/19, 09:52 - Zukiswa - Delta BEC: Please send a photo

2022/10/19, 10:00 - DFFE Nola: A photo of what?

2022/10/19, 10:02 - Zukiswa - Delta BEC: A photo of the venue that the DFFE arranged for the collection of forms.

2022/10/19, 10:05 - DFFE Nola: IMG-20221019-WA0026.jpg (file attached)

2022/10/19, 10:06 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/19, 10:07 - DFFE Nola: No

2022/10/19, 10:07 - Zukiswa - Delta BEC: Did the process commence on time? Yes or No

2022/10/19, 10:08 - DFFE Nola: Yes

2022/10/19, 10:11 - Zukiswa - Delta BEC: Please send a photo: process taking place on time

2022/10/19, 10:15 - DFFE Nola: IMG-20221019-WA0027.jpg (file attached)

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

2022/10/19, 10:25 - DFFE Nola: No

2022/10/19, 10:27 - DFFE Nola: We only had 2 people with our first session.

2022/10/19, 10:32 - Zukiswa - Delta BEC: Has an attendance register been signed by all parties including the observer forum? Yes or No

2022/10/19, 10:33 - DFFE Nola: No

2022/10/19, 10:37 - Zukiswa - Delta BEC: Kindly explain why is the no register at the venue signed in by all parties?

2022/10/19, 10:39 - DFFE Nola: We are busy signing now and there is no observer yet so we were waiting for DFFE official and observer.

2022/10/19, 10:41 - Zukiswa - Delta BEC: Noted when that is in order kindly respond back to this question: Has an attendance register been signed by all parties including the observer forum? Yes or No

2022/10/19, 10:45 - DFFE Nola: Yes

2022/10/19, 11:05 - Zukiswa - Delta BEC: Please send a photo: of the register

2022/10/19, 11:33 - DFFE Nola: IMG-20221019-WA0039.jpg (file attached)

2022/10/19, 11:45 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/19, 11:49 - DFFE Nola: No

2022/10/19, 11:52 - 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

2022/10/19, 12:16 - DFFE Nola: Yes

2022/10/19, 12:23 - Zukiswa - Delta BEC: Please send a photo: list of the names of fisher's from 2016

2022/10/19, 12:36 - DFFE Nola: IMG-20221019-WA0041.jpg (file attached)

2022/10/19, 12:37 - DFFE Nola: IMG-20221019-WA0042.jpg (file attached)

2022/10/19, 12:37 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/19, 12:38 - DFFE Nola: No

2022/10/19, 12:38 - 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

2022/10/19, 12:39 - DFFE Nola: Yes

2022/10/19, 12:40 - Zukiswa - Delta BEC: Please send a photo: DFFE explaining to fishers how to fill in forms

2022/10/19, 12:41 - DFFE Nola: IMG-20221019-WA0044.jpg (file attached)

2022/10/19, 12:41 - DFFE Nola: This is all I have currently.

2022/10/19, 12:44 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/19, 12:47 - DFFE Nola: No

2022/10/19, 12:48 - 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

2022/10/19, 12:50 - DFFE Nola: No

2022/10/19, 12:50 - Zukiswa - Delta BEC: Please send a photo: DFFE explaining to fishers that forms can be filled in on the day

2022/10/19, 12:54 - DFFE Nola: Yes

2022/10/19, 12:55 - Zukiswa - Delta BEC: Is this now a YES or No?

2022/10/19, 12:55 - DFFE Nola: Fishermen are explained that they may take forms home to fill in and anything they may be unsure of can clarified when they bring forms to submit.

2022/10/19, 13:00 - DFFE Nola: IMG-20221019-WA0046.jpg (file attached)

2022/10/19, 13:01 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/19, 13:02 - DFFE Nola: Fishermen are explained that they may take forms home to fill in and anything they may be unsure of can clarified when they bring forms to submit.

2022/10/19, 13:02 - DFFE Nola: Yes

2022/10/19, 13:03 - Zukiswa - Delta BEC: IMG-20221007-WA0115.jpg (file attached)

Hi Nola kindly let us aware of any situation that might arise throughout the day. Referencing back to the questions I have asked on the attached screenshot.

2022/10/19, 13:05 - DFFE Nola: OK will do.

2022/10/19, 15:30 - Zukiswa - Delta BEC: Hi Nola is everything still alright on your side?

2022/10/19, 16:10 - 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.

Commented [CC11]: first spell out the entire word/name and then state the abbreviated term in brackets. Add to glossary.

Commented [CC12]: 'the receipting process'?

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	Plett New Horizon Community Hall
Date new poster was put up	01/12/2022
Original Planned Start Date	13/12/2022
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.

SOUTHERN CAPE (GARDEN ROUTE)			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Kurond (Plett)	Kurond Community Hall	12 December 2022	09:00 -16:00
Kurond (Plett)	Kurond Community Hall	12 December 2022	09:00 -16:00
Cowie	St Paul's Anglican Church	12 December 2022	09:00 -16:00
Qohweni (Plett)	New Horizon Community Hall	13 December 2022	09:00 -16:00
Pine Trees			
New Horizon			
KwaNokuthula (Plett)/Kansieglaf	Thuzana Community Centre	14 December 2022	09:00 -16:00
Kranshoek	Kranshoek Hall	15 December 2022	09:00 -16:00
Homlee	Homlee Community Hall	13 December 2022	09:00 -16:00
Greenvally	Wilderdrif Community Hall	14 December 2022	09:00 -16:00
Witiedrif			
Rheerendal	Rheerendal Youth Centre	15 December 2022	09:00 -16:00

SOUTHERN CAPE (GARDEN ROUTE)			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Touwsrivier	Touwsrivier Community Centre	12 December 2022	09:00 -16:00
Kleinrivier (Wilderness)	Kleinrivier Church	13 December 2022	09:00 -16:00
Sedgelifeld/Smutsville	Smutsville Community Hall	14 December 2022	09:00 -16:00
Groolbrak/ Klein brok	Draimeida Town Hall	12 December 2022	09:00 -16:00
Tarka/New sunnyside			
Dalmeida			
Alsa	Alsa Community Hall	15 December 2022	09:00 -16:00
KwaNonqoba			
Mossel Bay/Herbertsdale			

For more information, please contact: 021 402 3614.

Figure 6-1: Mobilization for Receipting – New poster



Figure 6-2: Mobilisation for Receipting – Poster in area

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.

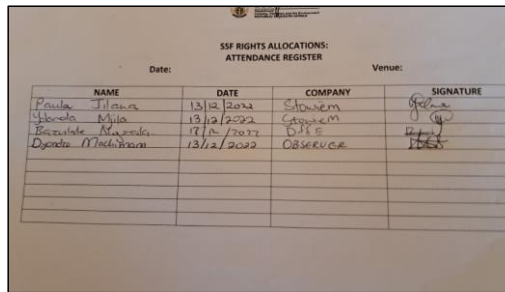

Table 7-1: Receipting - Planned start vs Actual start

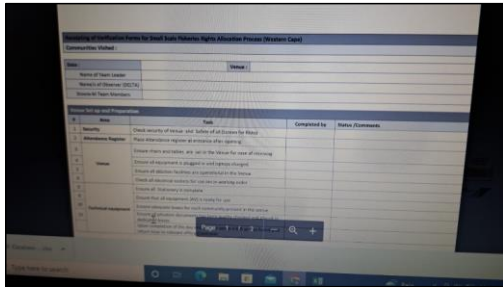

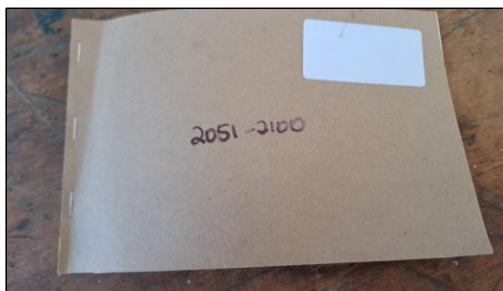

ITEM	DESCRIPTION
Venue	Plett New Horizon Community Hall
Original Planned Start Date	13/12/2022
Updated Planned Start Date	13/12/2022
Actual Start Date	13/12/2022
Data collector	Djondzo – DFFE
Effect on applicants	<p>The project is delayed according to the original start date which means that the applicants will have to wait longer to know the outcome of the process and whether they will be receiving a permit.</p> <p>The delay was caused by fisher representing organisations requesting to have more time for the fishers to fill in the forms.</p>
Additional Comments	Due the fisher organisations requests to move the receipting dates later, DFFE implemented a mobilisation for receipting process whereby they went to the area and put-up new posters indicating the new dates. The above “Updated Start Date” refers to the new start date according to the updated dates.

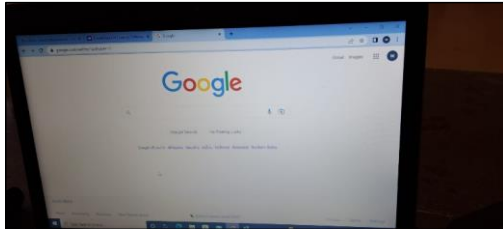

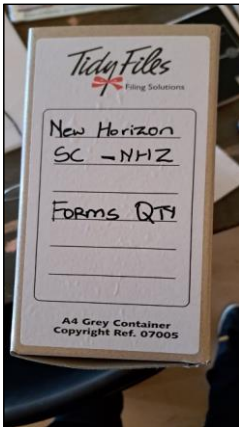
7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL



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

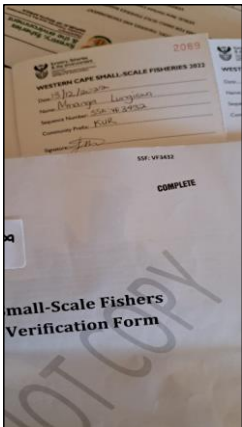

Table 7-2: Receipting - Criteria to be met

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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
6	Is there an electronic checklist?	Yes	
7	Is there a stamp pad for complete or incomplete forms?	Yes	
8	Are there receipt books?	Yes	
9	Are there laptops set up?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
10	Do the laptops have internet connection? (Ask the laptop operator to open google)	Yes	
11	Is there a video camera set up?	Yes	
12	Are there clearly labelled boxes for storing the applications?	Yes	
13	Has the service provider explained the procedure of the day to the fishers?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
14	Are fishers being guided to data capturers?	Yes	
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?	No	N/A
17	Are the data capturers going through the applications to ensure that they are complete?	Yes	
18	Are the data capturers adding a thumbprint where applicants have not signed?	No	N/A
19	Are the data capturers filling in the electronic checklist?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
20	Are the data captureers stamping either "COMPLETE" or "INCOMPLETE" on fishers' forms after checking it?	Yes	See above item 17
21	Are data captureers completing the first part of the fisher's application forms?	Yes	See above item 17
22	Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.	Yes	
23	Are the data captureers stapling all the fisher's documentation?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
24	Are the data captureers 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 explain to the fishers how the process work and facilitating any questions?	Yes	N/A
26	Did the venue close at 16:00?	Yes	N/A

7.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Plett New Horizon 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

2022/12/01, 11:39 - 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.
2022/12/01, 11:39 - You created group "New Horizons Comm Hall"
2022/12/01, 11:57 - You changed the subject from "New Horizons Comm Hall" to "New Horizons Receipting"
2022/12/13, 08:09 - Zukiswa - Delta BEC: Morning team @27714140671 can you please allocate someone to observe at this venue, thanks
2022/12/13, 08:51 - Zukiswa - Delta BEC: @27714140671 please don't forget to allocate a person for us at this venue
2022/12/13, 09:44 - Sindisa DFFE: Dyondzo Machimana.vcf (file attached)
2022/12/13, 09:45 - Sindisa DFFE: Dyondzo will assist here today as the Observer
2022/12/13, 09:45 - Zukiswa - Delta BEC: Thank you
2022/12/13, 09:45 - You added Dyondzo Machimana
2022/12/13, 09:46 - Zukiswa - Delta BEC: Hi Observer Team, thank you for serving your community by agreeing to observe today. This group will be used for communication regarding the venue *New Horizon Community Hall* , and the receipting process taking place here today. We will be asking a series of " *Yes"/"No* " questions, please answer them when prompted. In between the questions we will be asking for photos and be giving opportunity to raise concerns, please answer these questions when prompted. They are important for the adequate observation of the DFFE processes.
Please remember that you as the observer are only there to observe and not to make decisions on who gets accepted or not. Please report any concerns via the WhatsApp group so that DFFE can be notified and try rectify or address the concern as soon as possible.
2022/12/13, 09:47 - Zukiswa - Delta BEC: 2.1 Was the venue opened at 08:30?
2022/12/13, 09:47 - Dyondzo Machimana: Yes
2022/12/13, 09:47 - Zukiswa - Delta BEC: Please send a photo
2022/12/13, 09:48 - Dyondzo Machimana: IMG-20221213-WA0017.jpg (file attached)

2022/12/13, 09:48 - Zukiswa - Delta BEC: 2.2 Is there an attendance register for the DFFE team and observer forum?

2022/12/13, 09:57 - Dyondzo Machimana: Yes

2022/12/13, 09:57 - Zukiswa - Delta BEC: Please send a photo

2022/12/13, 10:00 - Dyondzo Machimana: IMG-20221213-WA0029.jpg (file attached)

2022/12/13, 10:00 - Zukiswa - Delta BEC: 2.3 Have you signed the attendance register? (Send a Photo of the register you signed)

2022/12/13, 10:00 - Dyondzo Machimana: Yes

2022/12/13, 10:01 - Dyondzo Machimana: IMG-20221213-WA0030.jpg (file attached)

2022/12/13, 10:01 - Zukiswa - Delta BEC: 2.4 Is there an attendance register for the fishers to sign?

2022/12/13, 10:02 - Dyondzo Machimana: Yes

2022/12/13, 10:02 - Zukiswa - Delta BEC: Please send a photo: register for fishers to sign

2022/12/13, 10:02 - Dyondzo Machimana: IMG-20221213-WA0034.jpg (file attached)

2022/12/13, 10:02 - Zukiswa - Delta BEC: 2.5 Are there electronic and paper copies of the registered fishers?

2022/12/13, 10:03 - Dyondzo Machimana: Yes

2022/12/13, 10:03 - Zukiswa - Delta BEC: Please send a photo

2022/12/13, 10:03 - Dyondzo Machimana: IMG-20221213-WA0035.jpg (file attached)

2022/12/13, 10:04 - Zukiswa - Delta BEC: 2.6 Is there an electronic checklist?

2022/12/13, 10:16 - Dyondzo Machimana: Yes

2022/12/13, 10:17 - Zukiswa - Delta BEC: Please send a photo if there is any

2022/12/13, 10:17 - Dyondzo Machimana: IMG-20221213-WA0046.jpg (file attached)

2022/12/13, 10:18 - Zukiswa - Delta BEC: 2.7 Is there a stamp pad for complete or incomplete forms?

2022/12/13, 10:19 - Dyondzo Machimana: Yes

2022/12/13, 10:25 - Zukiswa - Delta BEC: Please send a photo: of both stamps

2022/12/13, 10:26 - Dyondzo Machimana: IMG-20221213-WA0054.jpg (file attached)

2022/12/13, 10:38 - Zukiswa - Delta BEC: 2.8 Are there receipt books?

2022/12/13, 10:40 - Dyondzo Machimana: Yes

2022/12/13, 10:40 - Zukiswa - Delta BEC: Please send a photo: receipt books

2022/12/13, 10:40 - Dyondzo Machimana: IMG-20221212-WA0035.jpg (file attached)

2022/12/13, 10:42 - Zukiswa - Delta BEC: 2.9 Are there laptops set up?

2022/12/13, 10:44 - Dyondzo Machimana: Yes

2022/12/13, 10:45 - Zukiswa - Delta BEC: Please send a photo: laptops set up

2022/12/13, 10:51 - Dyondzo Machimana: IMG-20221213-WA0076.jpg (file attached)

2022/12/13, 10:51 - Zukiswa - Delta BEC: 2.10 Do the laptops have internet connection? (Ask the laptop operator to open google)

2022/12/13, 10:52 - Dyondzo Machimana: Yes

2022/12/13, 10:53 - Zukiswa - Delta BEC: Please send a photo : with google screen visible on the laptop

2022/12/13, 10:54 - Dyondzo Machimana: IMG-20221213-WA0079.jpg (file attached)

2022/12/13, 10:54 - Zukiswa - Delta BEC: 2.11 Is there a video camera set up?

2022/12/13, 10:54 - Dyondzo Machimana: Yes

2022/12/13, 10:55 - Zukiswa - Delta BEC: Please send a photo

2022/12/13, 10:56 - Dyondzo Machimana: IMG-20221213-WA0081.jpg (file attached)

2022/12/13, 10:56 - Zukiswa - Delta BEC: 2.12 Are there clearly labelled boxes for storing the applications?

2022/12/13, 10:59 - Dyondzo Machimana: Yes

2022/12/13, 11:00 - Zukiswa - Delta BEC: Please send a photo

2022/12/13, 11:01 - Dyondzo Machimana: IMG-20221213-WA0084.jpg (file attached)

2022/12/13, 11:01 - Zukiswa - Delta BEC: 2.13 Has the service service provider explained the procedure of the day to the fishers?

2022/12/13, 11:09 - Dyondzo Machimana: Yes

2022/12/13, 11:13 - Zukiswa - Delta BEC: Please send a photo: service provider explaining

2022/12/13, 11:14 - Dyondzo Machimana: IMG-20221213-WA0101.jpg (file attached)

2022/12/13, 11:15 - Zukiswa - Delta BEC: 2.14 Are fishers being guided to data capturers?

2022/12/13, 11:17 - Dyondzo Machimana: Yes

2022/12/13, 11:18 - Zukiswa - Delta BEC: Please send a photo: fishers being guided

2022/12/13, 11:19 - Dyondzo Machimana: IMG-20221213-WA0107.jpg (file attached)

2022/12/13, 11:20 - Zukiswa - Delta BEC: 2.15 Are the data capturers friendly?

2022/12/13, 11:21 - Dyondzo Machimana: Yes

2022/12/13, 11:21 - Zukiswa - Delta BEC: Any supporting photo of the data capturer friendly face

2022/12/13, 11:21 - Dyondzo Machimana: IMG-20221213-WA0116.jpg (file attached)

2022/12/13, 11:21 - Zukiswa - Delta BEC: 2.16 Are fishers forms being marked with a big "R" if they are registered on the database?

2022/12/13, 11:22 - Dyondzo Machimana: No

2022/12/13, 11:23 - Zukiswa - Delta BEC: Please send a photo

2022/12/13, 11:24 - Zukiswa - Delta BEC: Did you only get fishers that are not registered at the venue...thats why its a No

2022/12/13, 11:25 - Dyondzo Machimana: IMG-20221213-WA0117.jpg (file attached)

2022/12/13, 11:27 - Dyondzo Machimana: No, they are on the registered list from kurland , however they submitted here in New horizon. And on the issue of "R", they explained to me that they only mark those that are unregistered with "UR" ,for registered they don't put anything

2022/12/13, 11:28 - Zukiswa - Delta BEC: Noted

2022/12/13, 11:28 - Zukiswa - Delta BEC: 2.17 Are the data capturers going through the applications to ensure that they are complete?

2022/12/13, 11:29 - Dyondzo Machimana: Yes

2022/12/13, 11:29 - Zukiswa - Delta BEC: Please send a photo

2022/12/13, 11:30 - Dyondzo Machimana: IMG-20221213-WA0120.jpg (file attached)

2022/12/13, 11:31 - Zukiswa - Delta BEC: 2.18 Are the data capturers adding a thumbprint where applicants have not signed?

2022/12/13, 11:31 - Dyondzo Machimana: No

2022/12/13, 11:32 - Zukiswa - Delta BEC: Why you say no?

2022/12/13, 11:32 - Zukiswa - Delta BEC: Support your statement

2022/12/13, 11:33 - Dyondzo Machimana: Applicants are able to signed their application forms.

2022/12/13, 11:33 - Dyondzo Machimana: Sign

2022/12/13, 11:33 - Zukiswa - Delta BEC: Noted

2022/12/13, 11:33 - Zukiswa - Delta BEC: 2.19 Are the data capturers filling in the electronic checklist?

2022/12/13, 11:35 - Dyondzo Machimana: Yes

2022/12/13, 11:35 - Zukiswa - Delta BEC: Please send a phot: if there is any

2022/12/13, 11:36 - Dyondzo Machimana: There is no photo.

2022/12/13, 11:37 - Zukiswa - Delta BEC: 2.20 Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it?

2022/12/13, 11:37 - Dyondzo Machimana: Yes

2022/12/13, 11:38 - Zukiswa - Delta BEC: Please send a photo

2022/12/13, 11:40 - Dyondzo Machimana: IMG-20221213-WA0117.jpg (file attached)

2022/12/13, 11:42 - Zukiswa - Delta BEC: 2.21 Are data capturers competing the first part of the fishers application forms?

2022/12/13, 11:43 - Dyondzo Machimana: Yes

2022/12/13, 11:43 - Zukiswa - Delta BEC: Please send a photo: data completed the first part of the form

2022/12/13, 11:44 - Dyondzo Machimana: IMG-20221213-WA0117.jpg (file attached)

2022/12/13, 11:44 - Zukiswa - Delta BEC: 2.22 Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form

2022/12/13, 11:45 - Dyondzo Machimana: Yes

2022/12/13, 11:46 - Zukiswa - Delta BEC: Please send a photo: receipt number should match with the number on the form

2022/12/13, 11:46 - Dyondzo Machimana: IMG-20221213-WA0128.jpg (file attached)

2022/12/13, 11:47 - Zukiswa - Delta BEC: 2.23 Are the data capturers stapling all the fishers documentation?

2022/12/13, 11:47 - Dyondzo Machimana: Yes

2022/12/13, 11:49 - Zukiswa - Delta BEC: Please send a photo: of fishers documentation stapled

2022/12/13, 11:49 - Dyondzo Machimana: IMG-20221213-WA0131.jpg (file attached)

2022/12/13, 11:50 - Zukiswa - Delta BEC: 2.24 Are the data capturers placing the stapled documentation in the labelled box next to them?

2022/12/13, 11:50 - Dyondzo Machimana: Yes

2022/12/13, 11:50 - Zukiswa - Delta BEC: Please send a photo: supporting the above question

2022/12/13, 11:51 - Dyondzo Machimana: IMG-20221213-WA0132.jpg (file attached)

2022/12/13, 16:14 - Zukiswa - Delta BEC: 2.25 Did the venue close at 16:00?

2022/12/13, 16:18 - Dyondzo Machimana: No

2022/12/13, 16:19 - Zukiswa - Delta BEC: Noted let me know when the venue is finally closed, with a supporting photo

2022/12/13, 17:05 - Zukiswa - Delta BEC: Are you still at the venue?

2022/12/13, 17:16 - Dyondzo Machimana: The doors were officially closed at 17h15

2022/12/13, 17:16 - Dyondzo Machimana: IMG-20221213-WA0193.jpg (file attached)

2022/12/13, 17:17 - Zukiswa - Delta BEC: Thank you so much for assisting me for data collection today, enjoy the rest of the evening

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.

Commented [CC13]: I made a couple of grammar changes.

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 past the after 10 February 2023.

Commented [CC14]: '10 February 2023'

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

8.3 ASSESSMENT TEAM

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

Table 8-1: Verification– Overview

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

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

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

Table 8-1: Verification - Criteria to be met

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

08-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
09-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
10-FEB-23	TEAM 3A	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES
	TEAM 3B	IRLON CLEOPHAS	NO	YES	YES	YES	YES	YES	YES

<p>*Attendance</p>	<p>Are the following team members at the assessment day:</p> <ul style="list-style-type: none"> • Team leader (SSFM Deputy Director) • Fisheries community development worker (FCDW) • Secretariat (Stowie-M) • Observer <p>Ensure the Delta BEC attendance register is signed. There needs to be a new attendance register for every day of the verification process.</p>
<p>*Checking completeness</p>	<p>Is the DFFE checking the following criteria of the applications?:</p> <ul style="list-style-type: none"> • the verification form is signed by the applicant; • all Required Questions (with three asterisk ***) are completed; • all required supporting documents in line with the criteria are attached.
<p>*Successful or unsuccessful</p>	<p>Is the assessment team marking the verification forms as either "Successful" or "Unsuccessful" based on the 4 qualifying criteria as well as the success criteria decided in 1.2?</p> <p>Confirm what the 4 qualifying criteria are.</p> <ul style="list-style-type: none"> • SA citizen • 18 years or older • At least 10 years accumulative experience • Majority of livelihood should be dependent on small scale fishing
<p>*Reserved applications</p>	<p>Where the assessment team is unable to make a decision whether a verification form is "complete"/"incomplete" or "successful"/"unsuccessful", are they marking those applications as "Reserved"?</p>

8.3.1.1 Issues

Table 8-2: Coments and Issues

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

8.3.2 DATA COLLECTED:

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

Table 8-3: Verification - Data collected

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

8.3.2.1 Attendance register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	26/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment of land claim forms				
VENUE	Forestry Building 2 nd floor, New Road, Pretoria				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Golelo	Email	Wgolelo@delta.gov.za		
Company	DFPE	Mobile	068 294 5367		
Designation	TECHNICAL ASSISTANT - ADMIN	Office	021 1202 3060		
Name	SARAH Mnyireli	Email	wcs@delta.gov.za		
Company	STOLIE-M	Mobile	019 4600 2910		
Designation	SECRETARY	Office			
Name	Mphahlele Sinyeseng	Email	MphahleleSinyeseng@delta.gov.za		
Company	DFPE	Mobile	083 374 4103		
Designation	Team Coordinator	Office	021 1202 3026		
Name	Elaine Adams	Email	Eadams@delta.gov.za		
Company	DFPE	Mobile	068 294 1860		
Designation	Team Member	Office			
Name	ANISHA NETA	Email	aneta@delta.gov.za		
Company	DFPE	Mobile	0636160011		
Designation	DEVELOP	Office			

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

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	27-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:30		
MEETING TYPE	Assessment				
VENUE	Forestry Building 2 nd floor, New Road, Pretoria				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Estimote (Common - Pulelo)	Email	estimote@delta.gov.za		
Company	DELTA	Mobile	082 672 0777		
Designation	Team - Technical Director	Office	012 345 6789		
Name	PULENG Golelo	Email	Wgolelo@delta.gov.za		
Company	DFPE	Mobile	068 294 5367		
Designation	TECHNICAL ASSISTANT - ADMIN	Office	021 1202 3060		
Name	SARAH Mnyireli	Email	wcs@delta.gov.za		
Company	STOLIE-M	Mobile	019 4600 2910		
Designation	SECRETARY	Office			
Name	Mphahlele Sinyeseng	Email	MphahleleSinyeseng@delta.gov.za		
Company	DFPE	Mobile	083 374 4103		
Designation	Team - Coordinator	Office	021 1202 3026		
Name	Elaine Adams	Email	Eadams@delta.gov.za		
Company	DFPE	Mobile	068 294 1860		
Designation	Team - Member	Office			
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ANISHA NETA	Email	aneta@delta.gov.za		
Company	DFPE	Mobile	0636160011		
Designation	DEVELOP	Office			
Name	Irvin Claphes	Email	Claphes@delta.gov.za		
Company	DELTA	Mobile	061 2345678		
Designation	Developer	Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the environment Department of Environment, Forestry and Fisheries Ministry of Natural Resources and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Roundtable Process - Team 3A				
VENUE	Main Boardroom, 5 th Floor, Forestry Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mthuli Alesi	Email	MthuliAlesi@dppe.gov.za		
Company	DFPE	Mobile	078 452 0411		
Designation	Clearing Officer	Office	Forest		
Name	Nokutho Mthembu	Email	MthembuN@dppe.gov.za		
Company	DFPE	Mobile	082 906 2027		
Designation	Senior	Office	East London		
Name	Mawanda Mads	Email	MawandaM@dppe.gov.za		
Company	DFPE - SE	Mobile	071 371 3082		
Designation	Technical Advisor	Office	Mapleton		
Name	Irlin Clephas	Email	ClephasI@dppe.gov.za		
Company	De Hout	Mobile	061 2220055		
Designation	Observer	Office			
Name	Tudor Butler	Email	TudorB@dppe.gov.za		
Company	DFPE	Mobile	061 2524780		
Designation	Director	Office	74 4 63-1-1		

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the environment Department of Environment, Forestry and Fisheries Ministry of Natural Resources and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Roundtable Process - Team 3B				
VENUE	Main Boardroom, 5 th Floor, Forestry Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Emu Adams	Email	EmuAdams@dppe.gov.za		
Company	DFPE	Mobile	081 702 1500		
Designation	Team Lead	Office			
Name	Mogamat	Email	Mogamat@dppe.gov.za		
Company	DFPE	Mobile	064 843 2023		
Designation	SAE SSM	Office	East London Office		
Name	Mawanda Mads	Email	MawandaM@dppe.gov.za		
Company	DFPE	Mobile	063 261 6103		
Designation	Assistant Co-ordinator	Office	3rd Small Business		
Name	Lubisa Mnyireli	Email	LubisaM@dppe.gov.za		
Company	STC/SAE	Mobile	079 9600000		
Designation	Observer	Office			
Name	Hlengi Goleto	Email	HlengiG@dppe.gov.za		
Company	DFPE	Mobile	065 296 5889		
Designation	Technical Advice Admin	Office	Bulwer Road Gardens		

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the environment Department of Environment, Forestry and Fisheries Ministry of Natural Resources and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Roundtable Process - Team 3A				
VENUE	Main Boardroom, 5 th Floor, Forestry Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nokutho Mthembu	Email	MthembuN@dppe.gov.za		
Company	DFPE	Mobile	082 906 2027		
Designation	SE	Office	043-243003		
Name	Tudor Butler	Email	TudorB@dppe.gov.za		
Company	DFPE	Mobile	061 2524780		
Designation	Director	Office	Aut Eland		
Name	Mawanda Mads	Email	MawandaM@dppe.gov.za		
Company	DFPE - SE	Mobile	071 371 3082		
Designation	SE	Office	082 452 5780		
Name	Mthuli Alesi	Email	MthuliAlesi@dppe.gov.za		
Company	DFPE	Mobile	078 452 0411		
Designation	Clearing Officer	Office	Forest Dept		
Name	Irlin Clephas	Email	ClephasI@dppe.gov.za		
Company	De Hout	Mobile	061 2220055		
Designation	Observer	Office			

: Verification - 31/01/2023 Team 3A 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	09:00		
MEETING TYPE	Boardroom Process - Team 3B				
VENUE	Small Boardroom, 2 nd Floor, Forecrest Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Golelo	Email	P.Golelo@efw.gov.za		
Company	DFFE	Mobile	082 294 5767		
Designation	Technical Manager: Forest	Office	Forecrest Building, 2nd floor		
Name	ZUKISA Mphahleli	Email	wes3f2@gmail.com		
Company	STOWIE-M	Mobile	079 4660290		
Designation	Secretary	Office			
Name	Mphahleli Sepeng	Email	Mphahleli@efw.gov.za		
Company	DFFE	Mobile	083 294 6025		
Designation	Assistant Coordinator	Office	021 402 3726		
Name	Besware Nyoradi	Email	Besware.Nyoradi@efw.gov.za		
Company	DFFE	Mobile	084 902 5991		
Designation	Director	Office	Forecrest Building, 2nd floor		
Name	Elize Adams	Email	Elize.Adams@efw.gov.za		
Company	DFFE	Mobile	06 602 1260		
Designation	Director	Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the Environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:10		
MEETING TYPE	Boardroom Process - Team 3A				
VENUE	Forecrest Building, 2 nd Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Ngwenya Ntshona	Email	Ntshona@efw.gov.za		
Company	DFFE	Mobile	082 294 5767		
Designation	Director	Office	Forecrest Building		
Name	Puleng Golelo	Email	P.Golelo@efw.gov.za		
Company	DFFE	Mobile	082 294 5767		
Designation	Secretary	Office	Forecrest Building		
Name	Irlan Cleophas	Email	Cleophas@efw.gov.za		
Company	Delabec	Mobile	06 12320066		
Designation	Observer	Office	Forecrest Building		
Name	Alwanda Nkomo	Email	Nkomo@efw.gov.za		
Company	DFFE	Mobile	078 4520111		
Designation	Director	Office	Forecrest Building		

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the Environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:10		
MEETING TYPE	Boardroom Process - Team 3B				
VENUE	Forecrest Building, 2 nd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Golelo	Email	P.Golelo@efw.gov.za		
Company	DFFE	Mobile	082 294 5767		
Designation	Technical Manager: Forest	Office	Forecrest Building, 2nd floor		
Name	ZUKISA Mphahleli	Email	wes3f2@gmail.com		
Company	STOWIE-M	Mobile	079 4660290		
Designation	Secretary	Office			
Name	Besware Nyoradi	Email	Besware.Nyoradi@efw.gov.za		
Company	DFFE	Mobile	084 902 5991		
Designation	Director	Office	Forecrest Building, 2nd floor		
Name	Mphahleli Sepeng	Email	Mphahleli@efw.gov.za		
Company	DFFE	Mobile	083 294 6025		
Designation	Assistant Coordinator	Office	021 402 3726		
Name	Irlan Cleophas	Email	Cleophas@efw.gov.za		
Company	Delabec	Mobile	06 12320066		
Designation	Observer	Office	Forecrest Building		

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:10		
MEETING TYPE	Business Meeting - Team 3A				
VENUE	Forest Building, 3rd Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mandisa MBELE	Email	Mandisa@diff.gov.za		
Company	DIFF - Stakeholder Engagement	Mobile	071 301 302		
Designation	Team Lead	Office			M.M. MBELE
Name	Thabiso Bhebe	Email	thabiso@diff.gov.za		
Company	DIFF	Mobile	072 652 0911		
Designation	Driver	Office			T. BHEBE
Name	Noboko Ntshobane	Email	Nntshobane@diff.gov.za		
Company	DIFF	Mobile	083 7045 207		
Designation	Administrative	Office			N. NTSHOANE
Name	Nkululeko Mkhosi	Email	Nkululeko@diff.gov.za		
Company	DIFF	Mobile	072 652 0911		
Designation	Driver	Office			N. MKHOSI
Name	Irlon Clephas	Email	Clephas@diff.gov.za		
Company	De Beers	Mobile	061 2320465		
Designation	Observer	Office			I. CLEPHAS

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Business Meeting - Team 3B				
VENUE	Forest Building, 3rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulemki Gcobo	Email	Pulemki@diff.gov.za		
Company	DIFF	Mobile	068 294 2867		
Designation	Team member - Admin	Office	Finance Dept. / Sec. / HR		
Name	Chuma Ndlovu	Email	Chuma@diff.gov.za		
Company	DIFF	Mobile	081 402 2140		
Designation	Finance / Sec. / HR	Office			C. NDLOVU
Name	Nkomo Mkhosi	Email	Nkomo@diff.gov.za		
Company	DIFF	Mobile	083 7045 207		
Designation	Administrative	Office			N. MKHOSI
Name	Bhebe Ntshobane	Email	Bntshobane@diff.gov.za		
Company	DIFF	Mobile	083 7045 207		
Designation	Driver	Office			B. NTSHOANE
Name	Irlon Clephas	Email	Clephas@diff.gov.za		
Company	De Beers	Mobile	061 2320465		
Designation	Observer	Office			I. CLEPHAS

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Business Meeting - Team 3A				
VENUE	Forest Building, 3rd Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mandisa MBELE	Email	Mandisa@diff.gov.za		
Company	DIFF - Stakeholder Engagement	Mobile	071 301 302		
Designation	Team Lead	Office	Stakeholder Engagement		M.M. MBELE
Name	Nkululeko Mkhosi	Email	Nkululeko@diff.gov.za		
Company	DIFF	Mobile	072 652 0911		
Designation	Driver	Office			N. MKHOSI
Name	Noboko Ntshobane	Email	Nntshobane@diff.gov.za		
Company	DIFF	Mobile	083 7045 207		
Designation	Administrative	Office			N. NTSHOANE
Name	Thabiso Bhebe	Email	thabiso@diff.gov.za		
Company	DIFF	Mobile	072 652 0911		
Designation	Driver	Office			T. BHEBE
Name	Irlon Clephas	Email	Clephas@diff.gov.za		
Company	De Beers	Mobile	061 2320465		
Designation	Observer	Office			I. CLEPHAS

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Business Meeting - Team 3B				
VENUE	Forest Building, 3rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulemki Gcobo	Email	Pulemki@diff.gov.za		
Company	DIFF	Mobile	068 294 2867		
Designation	Team member - Admin	Office	Finance Dept. / Sec. / HR		
Name	Chuma Ndlovu	Email	Chuma@diff.gov.za		
Company	DIFF	Mobile	081 402 2140		
Designation	Finance / Sec. / HR	Office			C. NDLOVU
Name	Nkomo Mkhosi	Email	Nkomo@diff.gov.za		
Company	DIFF	Mobile	083 7045 207		
Designation	Administrative	Office			N. MKHOSI
Name	Irlon Clephas	Email	Clephas@diff.gov.za		
Company	De Beers	Mobile	061 2320465		
Designation	Observer	Office			I. CLEPHAS
Name	Chuma Ndlovu	Email	Chuma@diff.gov.za		
Company	DIFF	Mobile	081 402 2140		
Designation	Finance / Sec. / HR	Office			C. NDLOVU

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the environment Department of Environmental Affairs and Forestry REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	04.02.23		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 4 th Floor, AB Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nolanda Nkomo	Email	Nnkomo@dffe.gov.za		
Company	DFFE	Mobile	078 658 0911		
Designation	Observer	Office	Foretrust		
Name	Andiso Buthelezi	Email	Buthelezi@dffe.gov.za		
Company		Mobile	0615534780		
Designation	Observer	Office			
Name	Noboko Ntshokela	Email	Nntshokela@dffe.gov.za		
Company	DFFE	Mobile	0837045227		
Designation	SEB	Office	East London		
Name	Johan Cleophas	Email	Cleophasj@gmail.com		
Company	Delebeke	Mobile	061 230065		
Designation	Observer	Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the environment Department of Environmental Affairs and Forestry REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06.02.23		
PROJECT NAME	Rights Allocation Process	TIME	08:40		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 4 th Floor, Small Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Peter Cichelo	Email	Pcichelo@dffe.gov.za		
Company	DFFE	Mobile	082 204 8477		
Designation	Team member: AB/1A	Office	Foretrust Building, 3rd Floor		
Name	Nkhaliso Deyanele	Email	Nkhaliso@dffe.gov.za		
Company	DFFE	Mobile	082 204 8403		
Designation	Assistant team leader	Office	3rd floor		
Name	Soelwahe Ngweni	Email	soelwahe.ngweni@dffe.gov.za		
Company	DFFE	Mobile	0645033073		
Designation	Driver	Office	021 661 2167		
Name	Kwesi Buthelezi	Email	buthelezi@damt.com		
Company	Stavis M	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		
Name	Johan Cleophas	Email	Cleophasj@gmail.com		
Company	Delebeke	Mobile	061230065		
Designation	Observer	Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, Fisheries & the environment Department of Environmental Affairs and Forestry REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07.02.23		
PROJECT NAME	Rights Allocation Process	TIME	09:30		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 4 th Floor, AB Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Andiso Buthelezi	Email	Buthelezi@dffe.gov.za		
Company	DFFE	Mobile	0615534780		
Designation	Team	Office			
Name	Nolanda Nkomo	Email	Nnkomo@dffe.gov.za		
Company	DFFE	Mobile	078 658 0911		
Designation	Observer	Office			
Name	Quisa Mnyipeli	Email	quisa20@gmail.com		
Company	Stavis M	Mobile	079 4660 590		
Designation	Secretary	Office			
Name	Johan Cleophas	Email	Cleophasj@gmail.com		
Company	Delebeke	Mobile	061 230065		
Designation	Observer	Office			
Name	Noboko Ntshokela	Email	Nntshokela@dffe.gov.za		
Company	DFFE	Mobile	0837045227		
Designation	SEB	Office	045-243013		

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07-02-22		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Roundtable Forum - Team 3B				
VENUE	Postnet Building, 2 nd Floor, Small Business				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	FULANI Golelo	Email	Wgolelo@dfpe.gov.za		
Company	DFPE	Mobile	082 294 5162		
Designation	Technical member Forum	Office	Fisheries Branch, 2nd floor		
Name	Makabane Siphosiphoshe	Email	ngonyamasiphoshe@gmail.com		
Company	DFPE	Mobile	082 294 6108		
Designation	Assistant team leader	Office	011 600 3706		
Name	Breuker Nicolaas	Email	b.nicolaas@dfpe.gov.za		
Company	DFPE	Mobile	011 600 3706		
Designation	Director	Office	011 600 3706		
Name	Zulisa Mampeli	Email	uzulisa@mampeli.com		
Company	STOWE-M	Mobile	079 4660 540		
Designation	Secretary	Office			
Name	John Cleaphas	Email	Cleaphasj@gnmail.com		
Company	Deltabec	Mobile	061 2330085		
Designation	Observer	Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Roundtable Forum - Team 3A				
VENUE	Postnet Building, 2 nd Floor, Small Business				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Ushumba Nkomo	Email	ushumba@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0711		
Designation	NS	Office	For host		
Name	Nkomo Nkomo	Email	nkomonkomo@dfpe.gov.za		
Company	DFPE	Mobile	083 7099 202		
Designation	SED	Office	East London		
Name	Makabane Siphosiphoshe	Email	ngonyamasiphoshe@gmail.com		
Company	DFPE	Mobile	061 233 0085		
Designation	Observer	Office	For Edward		
Name	John Cleaphas	Email	Cleaphasj@gnmail.com		
Company	Deltabec	Mobile	011 233 0085		
Designation	Observer	Office			
Name	Huan Tshang	Email	huan@tshang.com		
Company	STOWE-M	Mobile	077 030 6501		
Designation	Secretary	Office	CPT		

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Roundtable Forum - Team 3B				
VENUE	Postnet Building, 2 nd Floor, Small Business				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	FULANI Golelo	Email	Wgolelo@dfpe.gov.za		
Company	DFPE	Mobile	082 294 5162		
Designation	Technical member Forum	Office	Fisheries Branch, 2nd floor		
Name	Zulisa Mampeli	Email	uzulisa@mampeli.com		
Company	STOWE-M	Mobile	079 4660 290		
Designation	Secretary	Office			
Name	Makabane Siphosiphoshe	Email	ngonyamasiphoshe@gmail.com		
Company	DFPE	Mobile	082 294 6108		
Designation	Asst. Team leader	Office	011 600 3706		
Name	Breuker Nicolaas	Email	b.nicolaas@dfpe.gov.za		
Company	DFPE	Mobile	011 600 3706		
Designation	Director	Office	011 600 3706		
Name	John Cleaphas	Email	Cleaphasj@gnmail.com		
Company	Deltabec	Mobile	061 233 0085		
Designation	Observer	Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment Department of Environment, Forestry and Fisheries Republic of South Africa	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09-02-23		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Forestry Building, 2 nd Floor				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Melanie Nkomo	Email	Melanie.Nkomo@gov.za		
Company	DFPE	Mobile	078 0580411		
Designation	DA	Office	Forestry		
Name	Noriko Ntshona	Email	Ntshona@dfpe.gov.za		
Company	DFPE	Mobile	082 994 2279		
Designation	VED	Office	East London		
Name	Tankiso Bulelezi	Email	Tankiso.Bulelezi@gov.za		
Company	DFPE	Mobile	061 252 7780		
Designation	Director	Office	East London		
Name	Irlon Cleophas	Email	Cleophas@environment.gov.za		
Company	Delabec	Mobile	061 233 0065		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment Department of Environment, Forestry and Fisheries Republic of South Africa	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09-02-23		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Forestry Building, 2 nd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulema Gekwa	Email	Pulema.Gekwa@gov.za		
Company	DFPE	Mobile	082 304 5864		
Designation	Technical Manager	Office	Forestry Building - 2nd floor		
Name	Sophiamo Bambele	Email	sophiamo@gmail.com		
Company	STANBANK Training	Mobile	082 9724919		
Designation	Secretary	Office	Forestry Building - 3rd floor		
Name	Mphahlele Sengwe	Email	Mphahlele.Sengwe@gov.za		
Company	DFPE	Mobile	082 394 6105		
Designation	Assessment team leader	Office	082 602 5826		
Name	Beshele Ngweni	Email	bngweni@dfpe.gov.za		
Company	DFPE	Mobile			
Designation	Director	Office			
Name	Irlon Cleophas	Email	Cleophas@environment.gov.za		
Company	Delabec	Mobile	061 233 0065		
Designation	Observer	Office			

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

DELTA		ATTENDANCE REGISTER		Forestry, fisheries & the environment Department of Environment, Forestry and Fisheries Republic of South Africa	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10-02-23		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Forestry Building, 2 nd Floor				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Tankiso Bulelezi	Email	Tankiso.Bulelezi@gov.za		
Company	DFPE	Mobile	061 252 7780		
Designation	Director	Office			
Name	Noriko Ntshona	Email	Ntshona@dfpe.gov.za		
Company	DFPE	Mobile	078 0580411		
Designation	DA	Office			
Name	Noriko Ntshona	Email	Ntshona@dfpe.gov.za		
Company	DFPE	Mobile	082 994 2279		
Designation	Technical Manager	Office	East London		
Name	Irlon Cleophas	Email	Cleophas@environment.gov.za		
Company	Delabec	Mobile	061 233 0065		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			

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



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

8.3.2.2 Photo's

Handed over to DFFE as part of the information pack.

Commented [CC15]: '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.

Commented [CC16]: 'are/were handed...'

Commented [CC17]: 'the information pack'

8.4 QUALITY CONTROL TEAM

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

Commented [CC18]: 'applications'? (plural)

8.4.1 QUALITY CONTROL TEAM

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

Table 8-4: Verification- Overview

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

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

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

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

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

Commented [CC20]: Font size to be 11pt below.

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

Table 8-6: Comments and Issues

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

Commented [CC21]: Heading style 4 font colour should be black.

Commented [CC22]: Fix table formatting (font) and add a caption.

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

Commented [CC23]: Should be black.

The image shows two copies of an attendance register form. The left copy is for a meeting on 10 Feb 2023 at the Fortinet Building. It lists attendees from Delta, DFFE, and the Department of Forestry, Fisheries and the Environment, with their contact information and signatures. The right copy is a duplicate of the same form.

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

8.4.3.2 Checklist signed by all parties involved

Scanned copies handed over to the DFFE.

9 CONCLUSION

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