

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

MASTER REPORT

FINAL REPORT
REVISION 00

MARCH 2023



**forestry, fisheries
& the environment**

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



EXECUTIVE SUMMARY

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

Table 1-1: Overview of observation

LOCATION	AREA 69
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	0%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	69%
VERIFICATION COMPLIANCE RATING	92%
AVERAGE COMPLIANCE RATING	69%

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GLOSSARY OF TERMS AND ABBREVIATIONS

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

1 INTRODUCTION

This chapter will be presented in the following sections:

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

1.1 BACKGROUND

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

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

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

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

1.2 PURPOSE OF REPORT

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

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

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

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

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

1.3 STRUCTURE OF REPORT

The report comprises the following sections:

- Section 2: Approach
- Section 3: Mobilisation
- Section 4: Distribution
- Section 5: Catch-All Distribution
- Section 6: Mobilisation for Receipting
- Section 7: Receipting
- Section 8: Verification
- Section 9: Conclusion

2 APPROACH

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

3 MOBILISATION

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

This chapter is detailed in the following sections:

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

3.1 OVERVIEW

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

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

ITEM	DESCRIPTION
Venue	Wittedrift 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 "IMG-20220920-WA0067 Witteklip 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.

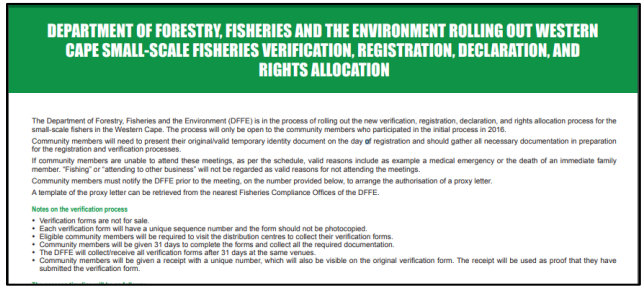
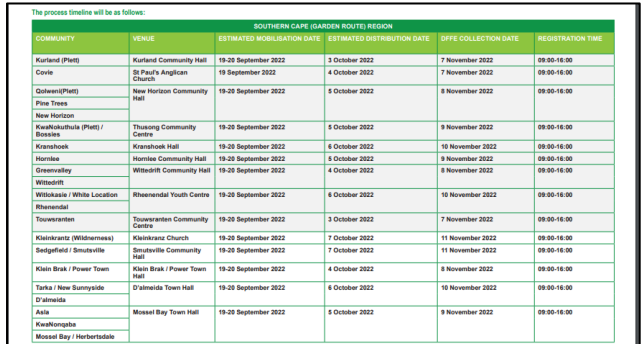
3.2 CRITERIA TO BE MET TO BE SUCCESSFUL


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:		 <p>DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT ROLLING OUT WESTERN CAPE SMALL-SCALE FISHERIES VERIFICATION, REGISTRATION, DECLARATION, AND RIGHTS ALLOCATION</p> <p>The Department of Forestry, Fisheries and the Environment (DFFE) is in the process of rolling out the new verification, registration, declaration, and rights allocation process for the small-scale fishers in the Western Cape. The process will only be open to the community members who participated in the initial process in 2016. Community members will need to present their original/valid temporary 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 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>Notes on the verification process</p> <ul style="list-style-type: none"> • Verification forms are not for sale • Each verification form will have a unique sequence number and the form should not be photocopied • Eligible community members will be required to visit the distribution centres to collect their verification forms. • Community members will be given 31 days to complete the forms and collect all the required documentation. • The DFFE will collect/receive all verification forms after 31 days at the same venues. • Community members will be given a receipt with a unique number, which will also be visible on the original verification form. The receipt will be used as proof that they have submitted the verification form. 																																																																																																																																											
1.1	<ul style="list-style-type: none"> • Visitation schedule 	Yes																																																																																																																																												
1.2	<ul style="list-style-type: none"> • Location of the venues 	Yes																																																																																																																																												
1.3	<ul style="list-style-type: none"> • Dates and times for distribution and receipting 	Yes		 <p>The process timeline will be as follows:</p> <table border="1"> <thead> <tr> <th colspan="6">SOUTHERN CAPE (GARDEN ROUTE) REGION</th> </tr> <tr> <th>COMMUNITY</th> <th>VENUE</th> <th>ESTIMATED MOBILISATION DATE</th> <th>ESTIMATED DISTRIBUTION DATE</th> <th>DFFE COLLECTION DATE</th> <th>REGISTRATION TIME</th> </tr> </thead> <tbody> <tr> <td>Kurland (Plett)</td> <td>Kurland Community Hall</td> <td>19-20 September 2022</td> <td>3 October 2022</td> <td>7 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Coville</td> <td>St Paul's Anglican Church</td> <td>19 September 2022</td> <td>4 October 2022</td> <td>7 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Qolwen(Plett)</td> <td>New Horizon Community Hall</td> <td>19-20 September 2022</td> <td>5 October 2022</td> <td>8 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Pine Trees</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>New Horizon</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kwaakusobula (Plett) / Bosseas</td> <td>Thuning Community Centre</td> <td>19-20 September 2022</td> <td>5 October 2022</td> <td>9 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Kranshoek</td> <td>Kranshoek Hall</td> <td>19-20 September 2022</td> <td>6 October 2022</td> <td>10 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Hornsea</td> <td>Hornsea Community Hall</td> <td>19-20 September 2022</td> <td>6 October 2022</td> <td>9 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Greensvalley</td> <td>Wittedrift Community Hall</td> <td>19-20 September 2022</td> <td>4 October 2022</td> <td>8 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Wittedrift</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Witteklippe - White Location</td> <td>Rheemtsdal Youth Centre</td> <td>19-20 September 2022</td> <td>6 October 2022</td> <td>10 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Rheemtsdal</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Touwerstrand</td> <td>Touwerstrand Community Centre</td> <td>19-20 September 2022</td> <td>3 October 2022</td> <td>7 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Kleinkrans (Widnesses)</td> <td>Kleinkrans Church</td> <td>19-20 September 2022</td> <td>7 October 2022</td> <td>11 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Siedgeland / Smutsville</td> <td>Smutsville Community Hall</td> <td>19-20 September 2022</td> <td>7 October 2022</td> <td>7 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Klein Brak / Power Town</td> <td>Klein Brak / Power Town Hall</td> <td>19-20 September 2022</td> <td>4 October 2022</td> <td>8 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Turks / New Sunnydale</td> <td>Draaiside Town Hall</td> <td>19-20 September 2022</td> <td>6 October 2022</td> <td>10 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Draaiside</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Aala</td> <td>Mossel Bay Town Hall</td> <td>19-20 September 2022</td> <td>5 October 2022</td> <td>9 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Waalvondel</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mossel Bay / Herbertsdale</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>For more information, please contact 021 402 2614.</p> <p>ISSUED BY THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT</p> <p>Call centre: +27 84 111 2448 www.dffe.gov.za</p>	SOUTHERN CAPE (GARDEN ROUTE) REGION						COMMUNITY	VENUE	ESTIMATED MOBILISATION DATE	ESTIMATED DISTRIBUTION DATE	DFFE COLLECTION DATE	REGISTRATION TIME	Kurland (Plett)	Kurland Community Hall	19-20 September 2022	3 October 2022	7 November 2022	09:00-16:00	Coville	St Paul's Anglican Church	19 September 2022	4 October 2022	7 November 2022	09:00-16:00	Qolwen(Plett)	New Horizon Community Hall	19-20 September 2022	5 October 2022	8 November 2022	09:00-16:00	Pine Trees						New Horizon						Kwaakusobula (Plett) / Bosseas	Thuning Community Centre	19-20 September 2022	5 October 2022	9 November 2022	09:00-16:00	Kranshoek	Kranshoek Hall	19-20 September 2022	6 October 2022	10 November 2022	09:00-16:00	Hornsea	Hornsea Community Hall	19-20 September 2022	6 October 2022	9 November 2022	09:00-16:00	Greensvalley	Wittedrift Community Hall	19-20 September 2022	4 October 2022	8 November 2022	09:00-16:00	Wittedrift						Witteklippe - 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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 poster put up 2 weeks prior to the distribution phase date?	N/A	

3.2.2 BULK SMS'S

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

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

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

	CRITERIA TO BE MET	YES/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 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"> 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	Wittedrift Community Hall
Planned Start Date	04/10/2022
Actual Start Date	Cancelled
Data collector	Nobody
Effect on applicants	The applicants were not informed of the receipting phase
Additional Comments	N/A

4.2 CRITERIA TO BE MET FOR DISTRIBUTION TO BE SUCCESSFUL

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

Table 4-2: Distribution -Criteria to be met

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

4.3 WHATSAPP MESSAGES

No information was gathered through WhatsApp as the venue was cancelled by the DFFE.

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.

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	Wittedrift Community Hall
Date new poster was put up	01/12/2022
Original Planned Start Date	07/11/2022
Updated Planned Start Date	14/12/2022

6.2 NEW POSTER

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

SOUTHERN CAPE (GARDEN ROUTE)			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Kurland (Plett)	Kurland Community Hall	12 December 2022	09:00 -16:00
Kurland (Plett)	Kurland Community Hall	12 December 2022	09:00 -16:00
Cowie	St Paul's Anglican Church	12 December 2022	09:00 -16:00
Qolweni (Plett)	New Horizon Community Hall	13 December 2022	09:00 -16:00
Pine Trees			
New Horizon			
KwaNokuthula (Plett)/Bosiesig	Thusona Community Centre	14 December 2022	09:00 -16:00
Kranshoek	Kranshoek Hall	15 December 2022	09:00 -16:00
Horree	Horree Community Hall	13 December 2022	09:00 -16:00
Greenvally	Witterdrift Community Hall	14 December 2022	09:00 -16:00
Witterdrift			
Rheenendal	Rheenendal Youth Centre	15 December 2022	09:00 -16:00

SOUTHERN CAPE (GARDEN ROUTE)			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Touwsrante	Touwsrante Community Centre	12 December 2022	09:00 -16:00
Kleinkranz (Widerness)	Kleinkranz Church	13 December 2022	09:00 -16:00
Sedgefield/Smutsville	Smutsville Community Hall	14 December 2022	09:00 -16:00
Grootbrak/ Klein Brak	Dalmeida Town Hall	12 December 2022	09:00 -16:00
Tarka/New sunnyside			
Dalmeida			
Asia	Asia Community Hall	15 December 2022	09:00 -16:00
KwaNonqaba			
Mossel Bay/Herbertsdale			

For more information, please contact: 021 402 3614.

Figure 6-1: Mobilisation for Receipting – New poster



Figure 6-2: Mobilisation for Receiving - 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


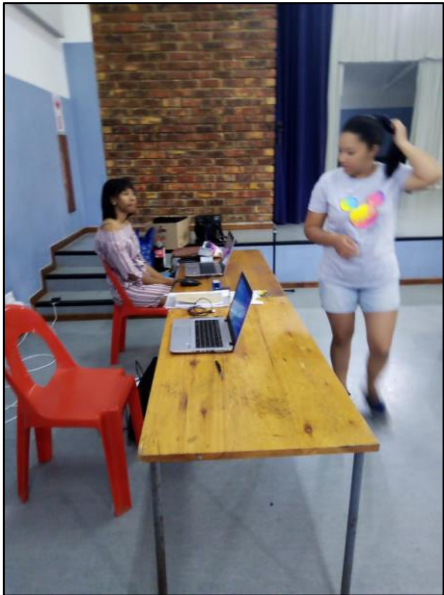
ITEM	DESCRIPTION
Venue	Wittedrift Community Hall
Original Planned Start Date	07/11/2022
Updated Planned Start Date	14/12/2022
Actual Start Date	14/12/2022
Data collector	Zodidi Mgxekwa - DFFE
Effect on applicants	<p>The project is delayed according to the original start date which means that the applicants 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	<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> <p>Only one person came to the venue to enquire about the process, but nobody came to the venue to partake.</p>

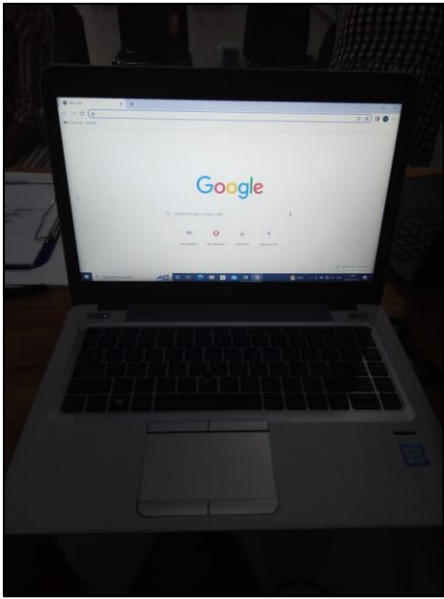
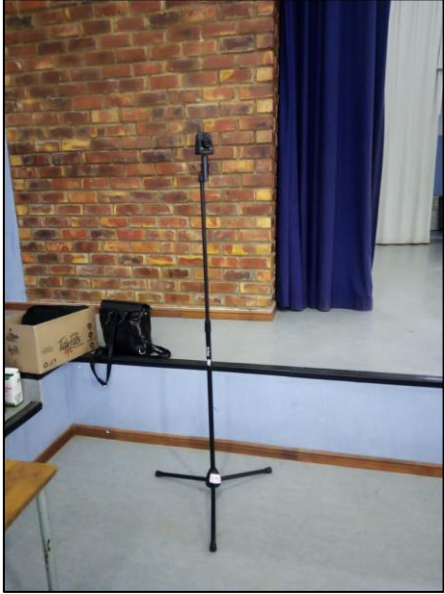
7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL



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)	
1	Was the venue opened at 08:30?	Yes	
2	Is there an attendance register for the DFFE team and observer forum?	Yes	N/A
3	Have you signed the attendance register? (Send a Photo of the register you and the service provider signed)	Yes	N/A
4	Is there an attendance register for the fishers to sign?	Yes	N/A
5	Are there electronic and paper copies of the registered fishers?	Yes	N/A


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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
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	 <p>The service provider did not explain the process to fishers, there was a person who enquired about environmental related activities.</p>
14	Are fishers being guided to data capturers?	No	N/A
15	Are the data capturers friendly?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
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?	No	N/A
18	Are the data capturers adding a thumbprint where applicants have not signed?	No	N/A
19	Are the data capturers filling in the electronic checklist?	No	N/A
20	Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers' forms after checking it?	No	N/A
21	Are data capturers completing the first part of the fisher's application forms?	No	N/A
22	Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.	No	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	
23	Are the data capturers stapling all the fisher's documentation?	No	N/A
24	Are the data capturers placing the stapled documentation in the labelled box next to them?	Yes	 <p>The box is with the data capturers, however, no fishermen dropped off applications.</p>
25	Are there Stowie-M and DFFE team leaders assisting and explain to the fishers how the process work and facilitating any questions?	No	N/A

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

7.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Witterdrift 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, 11:43 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.
2022/12/01, 11:43 - You created group "Witterdrift Comm Hall"
2022/12/01, 11:59 - You changed the subject from "Witterdrift Comm Hall" to "Witterdrift Receipting"
2022/12/14, 05:46 - Zukiswa - Delta BEC: Good Morning team @27714140671 kindly please allocate us a DFFE member to observe at this venue
2022/12/14, 08:44 - Zukiswa - Delta BEC: Kindly please do not forget to allocate a DFFE member at this venue too
2022/12/14, 10:02 - Sindisa DFFE: Zodidi.vcf (file attached)
2022/12/14, 10:03 - Sindisa DFFE: Zodidi will be assisting us in this venue
2022/12/14, 10:03 - Zukiswa - Delta BEC: Thank you
2022/12/14, 10:03 - You added +27 63 345 0844
2022/12/14, 10:03 - Zukiswa - Delta BEC: 2. 1 Was the venue opened at 08:30?
2022/12/14, 10:10 - +27 63 345 0844: Yes
2022/12/14, 10:11 - +27 63 345 0844: IMG-20221214-WA0067.jpg (file attached)
Yes
2022/12/14, 10:11 - +27 63 345 0844: IMG-20221214-WA0068.jpg (file attached)
2022/12/14, 10:11 - +27 63 345 0844: IMG-20221214-WA0069.jpg (file attached)
2022/12/14, 10:12 - Zukiswa - Delta BEC: 2. 2 Is there an attendance register for the DFFE team and observer forum?
2022/12/14, 10:12 - +27 63 345 0844: IMG-20221214-WA0071.jpg (file attached)
Yes
2022/12/14, 10:13 - Zukiswa - Delta BEC: 2. 3 Have you signed the attendance register? (Send a Photo of the register you signed)
2022/12/14, 10:25 - +27 63 345 0844: IMG-20221214-WA0079.jpg (file attached)

Yes

2022/12/14, 10:27 - Zukiswa - Delta BEC: 2. 4 Is there an attendance register for the fishers to sign?

2022/12/14, 10:32 - +27 63 345 0844: IMG-20221214-WA0081.jpg (file attached)

Yes

2022/12/14, 10:34 - Zukiswa - Delta BEC: 2. 5 Are there electronic and paper copies of the registered fishers?

2022/12/14, 10:41 - +27 63 345 0844: Yes I am told the is by one of the Stowie officials but they are not allowed to show it to DFFE officials

2022/12/14, 10:46 - Zukiswa - Delta BEC: 2. 6 Is there an electronic checklist?

2022/12/14, 10:47 - +27 63 345 0844: Yes

2022/12/14, 10:47 - Zukiswa - Delta BEC: Please send a photo

2022/12/14, 10:48 - +27 63 345 0844: Unfortunately Stowie officials are not allowed to show it to DFFE officials

2022/12/14, 10:48 - Zukiswa - Delta BEC: 2. 7 Is there a stamp pad for complete or incomplete forms?

2022/12/14, 10:52 - +27 63 345 0844: IMG-20221214-WA0092.jpg (file attached)

Yes

2022/12/14, 10:54 - Zukiswa - Delta BEC: 2. 8 Are there receipt books?

2022/12/14, 10:55 - +27 63 345 0844: IMG-20221214-WA0093.jpg (file attached)

Yes

2022/12/14, 10:56 - Zukiswa - Delta BEC: 2. 9 Are there laptops set up?

2022/12/14, 10:56 - +27 63 345 0844: IMG-20221214-WA0094.jpg (file attached)

Yes

2022/12/14, 10:57 - Zukiswa - Delta BEC: 2. 10 Do the laptops have internet connection? (Ask thelaptop operator to open google)

2022/12/14, 11:08 - +27 63 345 0844: IMG-20221214-WA0101.jpg (file attached)

Yes

2022/12/14, 11:09 - Zukiswa - Delta BEC: 2. 11 Is there a video camera set up?

2022/12/14, 11:17 - +27 63 345 0844: Yes

2022/12/14, 11:18 - +27 63 345 0844: IMG-20221214-WA0107.jpg (file attached)

2022/12/14, 11:20 - Zukiswa - Delta BEC: 2.12 Are there clearly labelled boxes for storing the applications?

2022/12/14, 11:24 - +27 63 345 0844: IMG-20221214-WA0110.jpg (file attached)

Yes

2022/12/14, 11:24 - +27 63 345 0844: IMG-20221214-WA0111.jpg (file attached)

2022/12/14, 11:32 - Zukiswa - Delta BEC: 2. 13 Has the service service provider explained the procedure of the day to the fishers?

2022/12/14, 11:34 - +27 63 345 0844: IMG-20221214-WA0069.jpg (file attached)

Yes

2022/12/14, 11:47 - Zukiswa - Delta BEC: 2. 14 Are fishers being guided to data capturers?

2022/12/14, 12:01 - +27 63 345 0844: Yes, but today only this stakeholder came to enquire about environmental related activities, he was not necessarily coming to submit an verification application

2022/12/14, 12:03 - Zukiswa - Delta BEC: Meaning there are no fishers as yet coming to submit

2022/12/14, 12:03 - +27 63 345 0844: Yes

2022/12/14, 12:09 - Zukiswa - Delta BEC: @27762090286 kindly please advise if I should wait for the fisher's to walk in or I go ahead with the questions

2022/12/14, 12:26 - Fritz - Delta BEC: As all the admin set up questions, meaning all the questions relating to the service providers set up to ensure tthat they have all their equipment there

2022/12/14, 12:27 - Zukiswa - Delta BEC: What about fishers related questions?

2022/12/14, 13:02 - Zukiswa - Delta BEC: Are there still no fishers at the venue, so we can move on with the list of question for the day

2022/12/14, 13:09 - +27 63 345 0844: Unfortunately not

2022/12/14, 13:11 - Zukiswa - Delta BEC: 2. 15 Are the data capturrers friendly?

2022/12/14, 13:25 - +27 63 345 0844: IMG-20221214-WA0154.jpg (file attached)

Yes

2022/12/14, 13:27 - Zukiswa - Delta BEC: 2. 16 Are fishers forms being marked with a big "R" if they are registered on the database?

2022/12/14, 13:27 - +27 63 345 0844: Unfortunately we have not seen any fishers today

2022/12/14, 13:29 - Zukiswa - Delta BEC: 2. 17 Are the data capturers going through the applications to ensure that they are complete?

2022/12/14, 13:29 - +27 63 345 0844: Unfortunately we have not received any application today

2022/12/14, 13:30 - Zukiswa - Delta BEC: 2. 18 Are the data capturers adding a thumbprint where applicants have not signed?

2022/12/14, 13:31 - +27 63 345 0844: Unfortunately we have not received any application today

2022/12/14, 13:32 - Zukiswa - Delta BEC: 2. 19 Are the data capturers filling in the electronic checklist?

2022/12/14, 13:34 - +27 63 345 0844: Unfortunately we have not received a single application until now

2022/12/14, 13:34 - Zukiswa - Delta BEC: 2. 20 Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it?

2022/12/14, 13:35 - +27 63 345 0844: Unfortunately we have not received any application today

2022/12/14, 13:35 - Zukiswa - Delta BEC: 2. 21 Are data capturers completing the first part of the fishers application forms?

2022/12/14, 13:36 - +27 63 345 0844: Unfortunately we have not received any application until now

2022/12/14, 13:38 - Zukiswa - Delta BEC: 2. 22 Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form

2022/12/14, 13:39 - +27 63 345 0844: Unfortunately we have not received any applications until now

2022/12/14, 13:40 - Zukiswa - Delta BEC: 2. 23 Are the data capturers stapling all the fishers documentation?

2022/12/14, 13:40 - +27 63 345 0844: Unfortunately we have not received any applications until now

2022/12/14, 13:41 - Zukiswa - Delta BEC: 2. 24 Are the data capturers' placing the stapled documentation in the labelled box next to them?

2022/12/14, 13:41 - +27 63 345 0844: Unfortunately we have not received any applications until now

2022/12/14, 13:43 - Zukiswa - Delta BEC: No this is not relevant to fishers now, there should be a labeled box near data capturer to store the applications. Its the material you brought to the venue.

2022/12/14, 13:44 - +27 63 345 0844: IMG-20221214-WA0110.jpg (file attached)

Sorry Yes there's a box

2022/12/14, 13:44 - +27 63 345 0844: IMG-20221214-WA0111.jpg (file attached)

2022/12/14, 16:09 - +27 63 345 0844: At 16:00PM

2022/12/14, 16:09 - +27 63 345 0844: IMG-20221214-WA0176.jpg (file attached)

Wittedrift officially closed

2022/12/14, 16:17 - Zukiswa - Delta BEC: Thank you

2022/12/14, 16:27 - Zukiswa - Delta BEC: Enjoy the rest of the evening

7.4 ISSUES RAISED

Table 7-4: Receipting – Issues raised

ISSUE RAISED	SORTED OUT ON THE DAY YES/NO
There were no fishers that gave their applications to be part of the process.	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
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 built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	26/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment of Verification Forms				
VENUE	Forestry Building, 3 rd floor Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Golofo	Email	WGolofo@dffe.gov.za		
Company	DFFE	Mobile	068 294 4567		
Designation	TECHNICAL ASSISTANT - ADMIN	Office	021 402 3060		
Name	Zukisa Mpayipeli	Email	wcssf2@gmail.com		
Company	Stowie-M	Mobile	079 4660290		
Designation	SECRETARIAT	Office			
Name	Nkqobizeng Sogosengoe	Email	Nkqobizeng@dffe.gov.za		
Company	DFFE	Mobile	083 7421 402 5726		
Designation	Team Co-ordinator	Office	021 402 3726		
Name	Euno Adams	Email	Eadams@dffe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	TECH MEMBER	Office			
Name	ANDISWA NATA	Email	anata@dffe.gov.za		
Company	DFFE	Mobile	0636160055		
Designation	DEIVER	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	27-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	00:30		
MEETING TYPE	Assessment				
VENUE	Forestry Building, 3 rd floor Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Botumelo Gantana - Phakama	Email	botumelo@gma.com		
Company	DFFE, Forestry, Fisheries and the Environment	Mobile	082 692 0777		
Designation	TEAM - TECHNICAL SUPPORT	Office	M.2020A B.M		
Name	PULENG Golofo	Email	WGolofo@dffe.gov.za		
Company	DFFE	Mobile	068 294 4567		
Designation	SENIOR ADMIN CLERK	Office	FISHERIES BRANCH		
Name	Zukisa Mpayipeli	Email	wcssf2@gmail.com		
Company	Stowie-M	Mobile	079 4660290		
Designation	SECRETARIAT	Office			
Name	Nkqobizeng Sogosengoe	Email	Nkqobizeng@dffe.gov.za		
Company	DFFE	Mobile	083 274 6103		
Designation	Team Co-ordinator	Office	FISHERIES BRANCH		
Name	Euno Adams	Email	Eadams@dffe.gov.za		
Company	DFFE	Mobile	061 403 1360		
Designation	FRON: TECH SUPPORT	Office			
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ANDISWA NATA	Email	Anata@dffe.gov.za		
Company	DFFE	Mobile	063 616 0055		
Designation	DEIVER	Office			
Name	Irbon Cleaphes	Email	Cleaphesj		
Company	Delfinbee	Mobile	061 232065		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Main Boardroom - 5 th Floor Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mkhulu Nkosi	Email	MNkosi@dffe.gov.za		
Company	DFE	Mobile	078 458 0911		
Designation	Co-Chairperson	Office	Foretrust		
Name	Nozuko Ntshona	Email	Nntshona@dffe.gov.za		
Company	DFE	Mobile	0837045227		
Designation	Secretary	Office	East London		
Name	Mawanda Mkhosi	Email	Mmawanda@dffe.gov.za		
Company	DFE - SE	Mobile	071 307 3212		
Designation	TECHNICAL ADVISER	Office	PRETORIA		
Name	Ilan Clephas	Email	Clephasij@gmail.com		
Company	Deltabec	Mobile	0612530065		
Designation	Observer	Office			
Name	Thabiso Buthezi	Email	Tbuthezi@dffe.gov.za		
Company	DFE	Mobile	061 3524780		
Designation	Driver	Office	Port Edward		

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

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Small Boardroom - 4 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Euno Adams	Email	Eadams@dffe.gov.za		
Company	DFE	Mobile	061 403 1360		
Designation	FCW TECH	Office			
Name	Baobabine	Email	Bbaobabine@dffe.gov.za		
Company	DFE	Mobile	064 803 5023		
Designation	SAC SSM	Office	Cape Town Office		
Name	Nkomo Sogonye	Email	Nsogonye@dffe.gov.za		
Company	DFE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	3rd small boardroom		
Name	Zukisa Mphahlele	Email	zmkisa@gmail.com		
Company	STOWIE-M	Mobile	074 4660270		
Designation	Secretary	Office			
Name	RILENY Goleho	Email	Rgoleho@dffe.gov.za		
Company	DFE	Mobile	061 3524780		
Designation	TECHNICAL MEMBER ADMIN	Office	3rd floor Small Boardroom		

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

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31-01-23		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Main Boardroom 5 th Floor Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nozuko Ntshona	Email	Nntshona@dffe.gov.za		
Company	DFE	Mobile	0837045227		
Designation	SED	Office	043-7420013		
Name	Thabiso Buthezi	Email	Tbuthezi@dffe.gov.za		
Company	DFE	Mobile	061 3524780		
Designation	Driver	Office	Port Edward		
Name	Mawanda Mkhosi	Email	Mmawanda@dffe.gov.za		
Company	DFE - SE	Mobile	071 307 3212		
Designation	FCW	Office	028 445 9720		
Name	Mkhulu Nkosi	Email	MNkosi@dffe.gov.za		
Company	DFE	Mobile	078 455 0911		
Designation	Chair	Office	Fore Trust		
Name	Ilan Clephas	Email	Clephasij@gmail.com		
Company	Deltabec	Mobile	061 2530065		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31-01-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Small Boardroom 3 rd Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Cichelo	Email	NCichelo@dfpe.gov.za		
Company	DFPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBERS: ADMIN	Office	FISHERIES BRANCH: 3 rd floor Small Boardroom		
Name	Zukisa Mpayipeli	Email	wsssf26@gmail.com		
Company	STOWIE - M	Mobile	049 4660 290		
Designation	Secretary	Office			
Name	Nkhabeni Sepsegoe	Email	Nkhabeni@dfpe.gov.za		
Company	DFPE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	021 402 3726		
Name	Beezhwe Nyazehi	Email	Beezhwe.Nyazehi@dfpe.gov.za		
Company	DFPE	Mobile	064 903 5072		
Designation	Driver	Office	b.nyazehi@dfpe.gov.za		
Name	Elise Adams	Email	EliseAdams@dfpe.gov.za		
Company	DFPE	Mobile	061 603 1360		
Designation	FDW TCH	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:10		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3 rd Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nozuko Ntsoelwa	Email	NTsoelwa@dfpe.gov.za		
Company	DFPE	Mobile	0827045227		
Designation		Office	East London		
Name	Thabiso Buthezi	Email	Tbuthezi@dfpe.gov.za		
Company	DFPE	Mobile	0615524780		
Designation		Office			
Name	Irlon Cleophas	Email	ICleophas@gmail.com		
Company	Deltabec	Mobile	0612330065		
Designation	Observer	Office			
Name	Nkhabeni Ntosi	Email	Nkhabeni@dfpe.gov.za		
Company	DFPE	Mobile	078 4585011		
Designation		Office	Fore Trust		
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:10		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Cichelo	Email	NCichelo@dfpe.gov.za		
Company	DFPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBERS: ADMIN	Office	FISHERIES BRANCH: 3 rd floor		
Name	Zukisa Mpayipeli	Email	wsssf26@gmail.com		
Company	STOWIE - M	Mobile	049 4660 290		
Designation	Secretary	Office			
Name	Beezhwe Nyazehi	Email	Bnyazehi@dfpe.gov.za		
Company	DFPE	Mobile	064 903 5072		
Designation	Driver	Office	064 903 5072		
Name	Nkhabeni Sepsegoe	Email	Nkhabeni@dfpe.gov.za		
Company	DFPE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	021 402 3726		
Name	Irlon Cleophas	Email	ICleophas@gmail.com		
Company	Deltabec	Mobile	061 2330065		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 2 nd Floor, Main Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mankwabe Mkhisi	Email	Mkhisi@dffe.gov.za		M.M.M
Company	DFFE - stakeholder engagement	Mobile	071 307 3022		
Designation	FCOJ	Office	1111111111111111		
Name	Thabiso Buthelezi	Email	T.buthelezi@dffe.gov.za		T.M.B
Company	DFFE	Mobile			
Designation	Driver	Office			
Name	Nozuko Ntshokha	Email	Ntshokha@dffe.gov.za		Ntshokha
Company	DFFE	Mobile	0827045227		
Designation	Administrator	Office	East London		
Name	Nthandiso Nkosi	Email	Nkosi@dffe.gov.za		Nkosi
Company	DFFE	Mobile	0786580911		
Designation	Chair	Office	DFFE		
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		Cleophas
Company	Deltabeac	Mobile	0612330065		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02-02-23		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulemgi Gcololo	Email	Wgcololo@dffe.gov.za		Gcololo
Company	DFFE	Mobile	068 294 5967		
Designation	TECH MEMBER: ADMIN	Office	FISHRIES BETHUN: 3rd floor		
Name	Clive Adams	Email	Adams@dffe.gov.za		Adams
Company	DFFE	Mobile	061 403 1360		
Designation	FCOJ TECH MEMBER	Office			
Name	Nkabiniso Sponsojee	Email	Nsponsojee@dffe.gov.za		Sponsojee
Company	DFFE	Mobile	083 274 6103		
Designation	Assistant Co-ordinator	Office	021 402 3736		
Name	Bonhale Nqalala	Email	B.Nqalala@dffe.gov.za		Nqalala
Company	DFFE	Mobile	064 403 5023		
Designation	Driver	Office	021 402 3709		
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		Cleophas
Company	Deltabeac	Mobile	0612330065		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03-02-23		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3 rd Floor, AED Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mankwabe Mkhisi	Email	Mkhisi@dffe.gov.za		M.M.M
Company	DFFE - stakeholder engagement	Mobile	071 307 3022		
Designation	FCOJ	Office	1111111111111111		
Name	Nthandiso Nkosi	Email	Nkosi@dffe.gov.za		Nkosi
Company	DFFE	Mobile	078 658 0911		
Designation	FCOJ	Office			
Name	Nozuko Ntshokha	Email	Ntshokha@dffe.gov.za		Ntshokha
Company	DFFE	Mobile	0837045227		
Designation	Admin	Office	043 712003		
Name	Thabiso Buthelezi	Email	T.buthelezi		T.buthelezi
Company	DFFE	Mobile	06155247000		
Designation	Driver	Office			
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		Cleophas
Company	Deltabeac	Mobile	0612330065		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pulemgi Gcololo	Email	Wgcololo@dffe.gov.za		Gcololo
Company	DFFE	Mobile	068 294 5967		
Designation	TECH MEMBER: ADMIN	Office	Cape Town: 3rd floor Small Boardroom		
Name	Sibusiso Mnyampeli	Email	smnyampeli@gmail.com		Mnyampeli
Company	Sibusiso Mnyampeli	Mobile	044 4660 270		
Designation	Secretary	Office			
Name	Nkabiniso Sponsojee	Email	Nsponsojee@dffe.gov.za		Sponsojee
Company	DFFE	Mobile	083 274 6103		
Designation	Assistant Team leader	Office	021 402 3726		
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		Cleophas
Company	Deltabeac	Mobile	0612330065		
Designation	Observer	Office			
Name	Clive Adams	Email	Adams@dffe.gov.za		Adams
Company	DFFE	Mobile	061 403 1360		
Designation	FCOJ TECH MEMBER	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 rd Floor, AB2 Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nkomo Nkosi	Email	Nkosi@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation		Office	Foretrust		
Name	Thabiso Buthelez	Email	Buthelez@dfpe.gov.za		
Company		Mobile	0615524780		
Designation		Office			
Name	Nozuko Ntshokata	Email	Ntshokata@dfpe.gov.za		
Company	DFPE	Mobile	0837045227		
Designation	SEO	Office	East Tower		
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		
Company	Deltabece	Mobile	061 2330065		
Designation	observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:40		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Foretrust Building, 3 rd Floor, small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Pheleke Cokolo	Email	Wgokolo@dfpe.gov.za		
Company	DFPE	Mobile	068 294 5467		
Designation	TECHNICAL MEMBER: ABS/M	Office	HYDROELECTRICITY 3rd Floor		
Name	Nkhaliso Sengiso	Email	Nsengiso@dfpe.gov.za		
Company	DFPE	Mobile	083 274 6103		
Designation	Assistant team leader	Office	021 402 3726		
Name	D.S.E	Email	ds@dfpe.gov.za		
Company	DFPE	Mobile	0645035023		
Designation	Driver	Office	021 402 3107		
Name	KWANA Tshabangu	Email	kwana@dfpe.gov.za		
Company	STOWIE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		
Company	Deltabece	Mobile	0612330065		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Foretrust Building, 3 rd Floor, AB2 Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Thabiso Muzile Buthelez	Email	Buthelez@dfpe.gov.za		
Company	DFPE	Mobile	0615524780		
Designation	Dir	Office			
Name	Nkomo Nkosi	Email	Nkosi@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation		Office			
Name	Jukisa Mpaipeli	Email	wss2ae@gmail.com		
Company	STOWIE M	Mobile	077 4660 270		
Designation	Secretary	Office			
Name	Irlon Cleophas	Email	Cleophasj@gmail.com		
Company	Deltabece	Mobile	061 2330065		
Designation	Observer	Office			
Name	Nozuko Ntshokata	Email	Ntshokata@dfpe.gov.za		
Company	DFPE	Mobile	0837045227		
Designation		Office	013-742013		

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Forestry Building, 3rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG GQOLOLO	Email	Wgqolo@dppe.gov.za		
Company	DPPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBER ADMIN	Office	FISHERIES BRANCH 2nd floor		
Name	Nkwaliso Sijesephe	Email	Nkwaliso@dppe.gov.za		
Company	DPPE	Mobile	083 274 6103		
Designation	Assistant team leader	Office	021 402 3726		
Name	Bazwile Ngceda	Email	b.ngceda12@gmail.com		
Company	DPPE	Mobile	064 403 5022		
Designation	Driver	Office	021 402 3899		
Name	Zukisa Mnyipeli	Email	wccsp26@gmail.com		
Company	STOWIE-M	Mobile	074 4660 290		
Designation	Secretariat	Office			
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabee	Mobile	061 233 0085		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3A				
VENUE	Forestry Building, 3rd Floor, Abs Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Nkwaliso Nkosi	Email	Nkwaliso@dppe.gov.za		
Company	DPPE	Mobile	078 458 0911		
Designation	BN	Office	Forestry		
Name	Nozuko Ntshobane	Email	Nntshobane@dppe.gov.za		
Company	DPPE	Mobile	083 7015 227		
Designation	SEO	Office	East London		
Name	MABISO M. BATHALEZI	Email	Mabiso@dppe.gov.za		
Company	DPPE	Mobile	061 524 780		
Designation	DPPE	Office	Port Edward		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabee	Mobile	061 233 0065		
Designation	Observer	Office			
Name	KWANI THUSANI	Email	Kntusani@dppe.gov.za		
Company	STOWIE M	Mobile	067 030 6501		
Designation	SECRETARY	Office	CPT		

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 3B				
VENUE	Forestry Building, 2nd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG GQOLOLO	Email	Wgqolo@dppe.gov.za		
Company	DPPE	Mobile	068 294 5967		
Designation	TECHNICAL MEMBER ADMIN	Office	FISHERIES BRANCH 3rd floor		
Name	Zukisa Mnyipeli	Email	wccsp26@gmail.com		
Company	STOWIE-M	Mobile	074 4660 290		
Designation	Secretariat	Office			
Name	Nkwaliso Sijesephe	Email	Nkwaliso@dppe.gov.za		
Company	DPPE	Mobile	083 274 6103		
Designation	Ass. Team leader 3B	Office	021 402 3726		
Name	Bazwile Ngceda	Email	b.ngceda12@gmail.com		
Company	DPPE	Mobile	064 403 5022		
Designation	Driver	Office	021 402 31099		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Deltabee	Mobile	061 233 0065		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process Team 3A				
VENUE	Foretrust Building, 3rd Floor				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Mkhalela Ntosi	Email	Nntosi@dffe.gov.za		
Company	DFFE	Mobile	078 458 0911		
Designation	DA	Office	Foretrust		
Name	Mozuko Ntshokela	Email	Nntshokela@dffe.gov.za		
Company	DFFE	Mobile	083 7045 2277		
Designation	SEO	Office	East London		
Name	Thabiso Buthelez	Email	Tbuthelez@dffe.gov.za		
Company	DFFE	Mobile	061 35 24 780		
Designation	Diver	Office	Port Edward		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Delabec	Mobile	061 233 0066		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09-02-23		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process Team 3B				
VENUE	Foretrust Building, 3rd Floor, Small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENG Golelo	Email	Vgolelo@dffe.gov.za		
Company	DFFE	Mobile	068 284 5764		
Designation	TECHNICAL MEMBER	Office	FISHERIES BRANCH : 3rd Floor		
Name	SIWAPHIWE BAMBELU	Email	wssif19@gmail.com		
Company	STONIE-M Trading	Mobile	067 137 2449		
Designation	Secretary	Office	FISHERIES BRANCH : 3rd Floor		
Name	NGOBENI SENGATHE	Email	Nngobeni@dffe.gov.za		
Company	DFFE	Mobile	083 274 6105		
Designation	Assistant team leader	Office	021 402 3726		
Name	Bhele Ngweni	Email	bngweni@dffe.gov.za		
Company	DFFE	Mobile			
Designation	Reviewer	Office			
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Delabec	Mobile	061 233 0066		
Designation	Observer	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10-02-23		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process Team 3A				
VENUE	Foretrust Building, 3rd Floor				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Thabiso Buthelez	Email	Tbuthelez@dffe.gov.za		
Company	DFFE	Mobile	061 35 24 780		
Designation	Diver	Office			
Name	Mkhalela Ntosi	Email	Nntosi@dffe.gov.za		
Company	DFFE	Mobile	078 458 0911		
Designation	DA	Office			
Name	Mozuko Ntshokela	Email	Nntshokela@dffe.gov.za		
Company	DFFE	Mobile	083 7045 2277		
Designation	Technical Member	Office	East London		
Name	Irlon Cleophas	Email	Cleophasij@gmail.com		
Company	Delabec	Mobile	061 233 0066		
Designation	Observer	Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA best environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 02 23		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process Team 3B				
VENUE	Forestry Building 3rd Floor small Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	PULENGI Cicoelo	Email	W.Cicoelo@delta.co.za		
Company	DFFE	Mobile	082 244 5764		
Designation	TECHNICAL MEMBER/CHAIRMAN	Office	2nd floor small Boardroom		
Name	SIWAPHIVE BAMBELO	Email	wsiwaphive@sigmail.com		
Company	STONE-M	Mobile	067 271 2449		
Designation	SECRETARIAT	Office	2nd floor small Boardroom		
Name	Mphahlele Sibusiso	Email	MphahleleS@efsa.gov.za		
Company	DFFE	Mobile	082 270 6103		
Designation	Assistant Team leader	Office	021 662 3756		
Name	Perelwa DISE	Email	PerelwaD@delta.co.za		
Company	DFFE	Mobile	082 903 2022		
Designation	DFFE	Office			
Name	Jalen Clephane	Email	Clephanej@sigmail.com		
Company	DeltaBec	Mobile	061 353 0065		
Designation	Observer	Office			

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

8.3.2.2 Photo's

Handed over to DFFE as part of the information pack.

8.3.2.3 Checklist signed by all parties involved

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

8.4 QUALITY CONTROL TEAM

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

8.4.1 QUALITY CONTROL TEAM

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

Table 8-4: Verification– Overview

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

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

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

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

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

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

Table 8-6: Comments and Issues

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

8.4.3 DATA COLLECTED

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

Table 8-7: Verification - Data collected

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

8.4.3.1 Attendance register

DELTA 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 rd 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	Nondosi@dffe.gov.za		
Company	DFFE	Mobile	078 458 0911		
Designation	TEAM 3 Chair (bD)	Office	Foreweek Building		
Name	Stephen Sigauzi	Email	ssigauzi@dffe.gov.za		
Company	DFFE	Mobile	0714146671		
Designation	Team 2 Chair (bD)	Office			
Name	Bonhelo Mkhisi	Email	bonhelo@dffe.gov.za		
Company	Dffe	Mobile	083 277 5707		
Designation	Team leader (LWC)	Office	CPT		
Name	Absente Ngqungwana	Email	A.Ngqungwana@dffe.gov.za		
Company	DFFE	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	KWAN THUSFES	Email	kwthusfes@gmail.com		
Company	STOWIE M. SECURITY	Mobile	067 030 3801		
Designation		Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

8.4.3.2 Checklist signed by all parties involved

Scanned copies handed over to the 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.