

**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 02
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	0%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	89%
VERIFICATION COMPLIANCE RATING	100%
AVERAGE COMPLIANCE RATING	74%

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Table 8-6: Comments and Issues

Error! Bookmark not defined.

Table 8-7: Verification - Data collected

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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

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

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, 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	Eyethu Community Centre
Planned Start Date	12 September 2022
Actual Start date	12 September 2022, this date is not definite 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-20220912-WA0075Khayelitsha 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	The applicants were given one less day to prepare to be at the distribution phase.
Additional Comments	No observer forum had been formed by the time DFFE commenced with mobilisation, therefore, all mobilisation information was received from DFFE officials through pictures which they downloaded from their WhatsApp group chat.

3.2 CRITERIA TO BE MET TO BE SUCCESSFUL


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

3.2.1 POSTER

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

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

#	CRITERIA TO BE MET	YES/NO																																																																																																																																																																																											
1	Have posters been designed with the following information:		<p>PUBLIC NOTICE</p> <p>DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT ROLLING OUT WESTERN CAPE SMALL-SCALE FISHERIES VERIFICATION, REGISTRATION, DECLARATION, AND RIGHTS ALLOCATION</p> <p>The Department of Forestry, Fisheries and the Environment (DFFE) is in the process of rolling out the new verification, registration, declaration, and rights allocation process for the small-scale fishers in the Western Cape. The process will only be open to the community members who participated in the initial process in 2016. Community members will need to present their original/valid temporary 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 an example a medical emergency or the death of an immediate family member. "Fishing" or "attending to other business" will not be regarded as valid reasons for not attending the meetings. Community members must notify the DFFE prior to the meeting, on the number provided below, to arrange the authorisation of a proxy letter. A template of the proxy letter can be retrieved from the nearest Fisheries Compliance Offices of the DFFE.</p> <p>Notes on the verification process</p> <ul style="list-style-type: none"> • Verification forms are not for sale. • Each verification form will have a unique sequence number and the form should not be photocopied. • Eligible community members will be required to visit the distribution centres to collect their verification forms. • Community members will be given 31 days to complete the forms and collect all the required documentation. • The DFFE will collect/receive all verification forms after 31 days at the same venues. • Community members will be given a receipt with a unique number, which will also be visible on the original verification form. The receipt will be used as proof that they have submitted the verification form. <p>The process timeline will be as follows:</p> <table border="1"> <thead> <tr> <th colspan="6">CAPE METRO 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>Dagbalethu</td> <td>Kwezi Hall</td> <td>12 September 2022</td> <td>26 September 2022</td> <td>31 October 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Cosmasda</td> <td>Kwezi Hall</td> <td>12 September 2022</td> <td>27 September 2022</td> <td>1 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Nyanga</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Phillippi</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Khayelitsha</td> <td>Eyethu Community Centre</td> <td>12 September 2022</td> <td>26 September 2022</td> <td>31 October 2022</td> 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Wynrand	Green Church	12 September 2022	28 September 2022	2 November 2022	09:00-16:00																																																																																																																																																																																								
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Hzikamo Yethu	Iziko Iobomi	12 September 2022	29 September 2022	3 November 2022	09:00-16:00																																																																																																																																																																																								
Kalk Bay	Holy Trinity Church	12 September 2022	29 September 2022	3 November 2022	09:00-16:00																																																																																																																																																																																								
Masiphumelele	Multipurpose Centre	12 September 2022	29 September 2022	3 November 2022	09:00-16:00																																																																																																																																																																																								
Ocean View																																																																																																																																																																																													
Red Hill	Red Hill Community Centre	12 September 2022	29 September 2022	3 November 2022	09:00-16:00																																																																																																																																																																																								
Macassar	Macassar Hall	12 September 2022	30 September 2022	4 November 2022	09:00-16:00																																																																																																																																																																																								
Six Lenny's Pass	Library	12 September 2022	30 September 2022	4 November 2022	09:00-16:00																																																																																																																																																																																								
Gordon's Bay	Dr Joubert School	12 September 2022	30 September 2022	4 November 2022	09:00-16:00																																																																																																																																																																																								
Strand																																																																																																																																																																																													
Mbakweni (Paarl)	Mbakweni Community Hall	12 September 2022	30 September 2022	4 November 2022	09:00-16:00																																																																																																																																																																																								
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.

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

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

3.2.3 RADIO BROADCAST

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

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

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

No observer was present at the below-mentioned venue on the day of distribution due to a lack of availability. For the first two days there weren't observers at some the venues due to a lack of availability. On the third day the decision was made to use the DFFE team present at the venue to collect information where an observer was unable to be present.

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

ITEM	DESCRIPTION
Venue	Eyethu Community Hall
Planned Start Date	26/09/2022
Actual Start Date	N/A
Data collector	N/A
Effect on applicants	N/A
Additional Comments	The information above could not be collected as there was no observer present. There were no observers available to observe at this venue.

4.2 CRITERIA TO BE MET FOR DISTRIBUTION TO BE SUCCESSFUL

This section presents the questions that would have been asked to the observers via WhatsApp.

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

The required information above could not be collected due to no observer being available to observe. If any information is required for the above-mentioned venue, then it will need to be sourced through the DFFE team and Stowie-M.

4.3 WHATSAPP MESSAGES

No WhatsApp information could be collected due to no observer being available to observe. If any information is required for the above-mentioned venue, then it will need to be sourced through the DFFE team and Stowie-M.

5 CATCH-ALL DISTRIBUTION

During the distribution phase, the DFFE noted that the number of forms collected was low compared to the number of applicants from 2016. The DFFE noted that this was due to various reasons but wanted to give fishers another chance to collect. As a result, the 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. This chapter of the report details the findings from observing the process under the following sections:

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

5.1 OVERVIEW

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

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

ITEM	DESCRIPTION
Venue	Foretrust Building – DFFE offices
Date	17 October 2022
Data Collection	Grace Adams – Observer Forum

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

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

Table 5-2: Distribution -Criteria to be met

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Did the DFFE arrange a venue and date for the collection of verification forms?	Yes	
2	Did the venue open on time?	Yes	As above in item 1 and as per the WhatsApp conversation in section 5.3
3	Has an attendance register been signed by all parties including the observer forum?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
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 Sharon Assembly of God 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

<p>2022/10/17, 08:49 - 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.</p> <p>2022/10/17, 08:49 - You created group "Fortrust Building"</p> <p>2022/10/17, 08:56 - Zukiswa - Delta BEC: Good Morning *Grace* , this group will be used for communication regarding this venue *Fortrust Building* , 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.</p> <p>2022/10/17, 08:56 - Zukiswa - Delta BEC: Are you at the venue?</p> <p>2022/10/17, 08:58 - Grace Millicent joined using your invite</p> <p>2022/10/17, 09:15 - Fritz - Delta BEC: Please give Grace a call, or go to where the process is to see if she is there</p> <p>2022/10/17, 09:16 - Zukiswa - Delta BEC: Grace was here by us at 6th floor... she will respond. I did call her</p> <p>2022/10/17, 09:20 - Grace Millicent: Good day Fritz I am here</p> <p>2022/10/17, 09:21 - Grace Millicent: I was on 3rd and 6th floor.</p> <p>2022/10/17, 09:21 - Zukiswa - Delta BEC: Good Morning *Grace* , this group will be used for communication regarding this venue *Fortrust Building* , 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.</p> <p>2022/10/17, 09:21 - Zukiswa - Delta BEC: Are you at the venue?</p> <p>2022/10/17, 09:22 - Grace Millicent: Yes</p> <p>2022/10/17, 09:26 - Zukiswa - Delta BEC: Please send a photo</p> <p>2022/10/17, 09:52 - Grace Millicent: IMG-20221017-WA0001.jpg (file attached)</p> <p>2022/10/17, 09:52 - Grace Millicent: IMG-20221017-WA0003.jpg (file attached)</p> <p>2022/10/17, 09:53 - Grace Millicent: I don't get signal inside</p> <p>2022/10/17, 10:06 - Grace Millicent: IMG-20221017-WA0005.jpg (file attached)</p>

2022/10/17, 10:07 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/17, 10:08 - Grace Millicent: No

2022/10/17, 10:10 - Zukiswa - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms? Yes or No

2022/10/17, 10:11 - Grace Millicent: Yes

2022/10/17, 10:13 - Zukiswa - Delta BEC: Please send a photo

2022/10/17, 10:16 - Grace Millicent: IMG-20221017-WA0006.jpg (file attached)

2022/10/17, 10:16 - Grace Millicent: IMG-20221017-WA0007.jpg (file attached)

2022/10/17, 10:21 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/17, 10:23 - Grace Millicent: No

2022/10/17, 10:34 - Zukiswa - Delta BEC: Did the process commence on time? Yes or No

2022/10/17, 10:36 - Grace Millicent: Yes

2022/10/17, 10:36 - Zukiswa - Delta BEC: Please send a photo

2022/10/17, 10:37 - Grace Millicent: IMG-20221017-WA0008.jpg (file attached)

2022/10/17, 10:41 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/17, 10:45 - Grace Millicent: No

2022/10/17, 10:56 - Zukiswa - Delta BEC: Has the attendance register been signed by all parties including the observer forum? Yes or No

2022/10/17, 10:58 - Grace Millicent: Yes

2022/10/17, 11:12 - Zukiswa - Delta BEC: Please send a photo

2022/10/17, 11:22 - Grace Millicent: IMG-20221017-WA0009.jpg (file attached)

2022/10/17, 11:22 - Grace Millicent: IMG-20221017-WA0012.jpg (file attached)

2022/10/17, 11:22 - Grace Millicent: IMG-20221017-WA0010.jpg (file attached)

2022/10/17, 11:22 - Grace Millicent: IMG-20221017-WA0011.jpg (file attached)

2022/10/17, 11:24 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/17, 11:24 - Grace Millicent: No

2022/10/17, 11:31 - 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

2022/10/17, 11:32 - Grace Millicent: No

2022/10/17, 12:27 - Zukiswa - Delta BEC: Please send a photo

2022/10/17, 13:02 - Grace Millicent: This message was deleted

2022/10/17, 13:03 - Grace Millicent: This message was deleted

2022/10/17, 13:23 - Grace Millicent: Everyone that applied are not on this list that I send. Successful and unsuccessful. But those that applied came and fetch a form.

2022/10/17, 13:38 - 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

2022/10/17, 13:39 - Grace Millicent: IMG-20221017-WA0012.jpg (file attached)

2022/10/17, 13:39 - Zukiswa - Delta BEC: Please send a photo

2022/10/17, 13:40 - Zukiswa - Delta BEC: Yes or No

2022/10/17, 13:43 - Grace Millicent: Yes

2022/10/17, 13:43 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/17, 13:44 - Grace Millicent: No

2022/10/17, 13:47 - 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

2022/10/17, 13:48 - Grace Millicent: Yes

2022/10/17, 13:48 - Zukiswa - Delta BEC: Please send a photo

2022/10/17, 13:49 - Grace Millicent: IMG-20221017-WA0014.jpg (file attached)

2022/10/17, 13:49 - Grace Millicent: IMG-20221017-WA0015.jpg (file attached)

2022/10/17, 13:50 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/17, 13:50 - Grace Millicent: No

2022/10/17, 13:53 - 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

2022/10/17, 13:53 - Grace Millicent: Yes

2022/10/17, 13:53 - Zukiswa - Delta BEC: Please send a photo

2022/10/17, 13:55 - Grace Millicent: IMG-20221017-WA0016.jpg (file attached)


2022/10/17, 13:55 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No

2022/10/17, 13:55 - Grace Millicent: No

2022/10/17, 13:58 - Zukiswa - Delta BEC: IMG-20221007-WA0115.jpg (file attached)

Hi Grace if there are any changes throughout the day, kindly inform us

2022/10/17, 13:59 - Zukiswa - Delta BEC: That's the end of the session..thank you so much for taking part in the data collection process.

2022/10/17, 14:05 - Grace Millicent: 

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	Eyethu Community Centre
Date new poster was put up	26/11/2022
Original Planned Start Date	31/10/2022
Updated Planned Start Date	06/12/2022

6.2 NEW POSTER

The below poster (Figure 2) is the new poster that advertised the updated date that receipting will take place on. Figure 2 shows the digital poster whereas Figure 3 shows the physical poster in the areas.

CAPE METRO			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Gugulethu	Kwezi Hall	06 December 2022	09:00-16:00
Crossroads			
Nyanga			
Philippi			
Khayelitsha	Eyethu Community Hall	06 December 2022	09:00-16:00
Langa	Phandulwazi Hall	05 December 2022	09:00-16:00
Brackenfell	Belville Civic Centre	07 December 2022	09:00-16:00
Kraaifontein			
Belhar			
Delft			
Hanover Park	Hanover Park Community Centre	05 December 2022	09:00-16:00
Strandfontein	Church of Nazarene Hall	05 December 2022	09:00-16:00
Mitchell's Plain			
Retreat	Sharon Assembly Hall	06 December 2022	09:00-16:00
Steenberg			
Lavender Hill / Rondevlei			
Grossy Park	Harmony Hall	09 December 2022	09:00-16:00

CAPE METRO			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Vrygrond	Gospel Faith Mission Church	07 December 2022	09:00-16:00
Hangberg - Hout Bay	Hangberg Multipurpose Centre	09 December 2022	09:00-16:00
Imizamo Yethu - Hout Bay	Isiko Laboni	07 December 2022	09:00-16:00
Kalk Bay	Holy Trinity Church	08 December 2022	09:00-16:00
Masiphumelele	Ocean View Multipurpose Centre	06 December 2022	09:00-16:00
Ocean View			
Red Hill	Redhill Library	08 December 2022	09:00-16:00
Sir Lowry's Pass	Sir Lowry's Pass Library	08 December 2022	09:00-16:00
Macassar	Macassar Community Hall	08 December 2022	09:00-16:00
Gordon's Bay	VGK Die Strand	08 December 2022	09:00-16:00
Strand			

For more information, please contact: 021 402 3614.

1 | P a g e
RECEIPTING PROCESS: VERIFICATION, REGISTRATION, DECLARATION, AND RIGHTS ALLOCATION | FOLLOWS (1) CATCH-ALL WEEK: 17 - 21 OCTOBER 2022 and (2) SEPTEMBER 2022 ROLLOUT OF WESTERN CAPE SMALL-SCALE FISHING RIGHTS: RE-RUN OF THE 2016 PROCESS.

Figure 6-1: Mobilisation for Receipting – New poster

PUBLIC NOTICE

THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT TO RECEIVE VERIFICATION FORMS FOR THE DECLARATION OF SMALL-SCALE FISHERS IN THE WESTERN CAPE

The Department of Forestry, Fisheries, and the Environment distributed verification forms from 26 September 2022 to 07 October 2022 in 98 venues covering 109 fishing communities targeting over 8000 individuals in the Western Cape. The distributor process was followed by a Catch-All Week that ran from the 17 October 2022 to 21 October 2022, in six central venues across the four regions of the Western Cape.

The Department received an exceptional response during the two weeks of distribution of verification forms as those who were eligible to receive verification forms went out in numbers. The Department further noted that the turn out for the additional Catch-All Week was not as anticipated, as most central venues did not get the expected numbers. However, the Department has been receiving requests from people to collect their verification forms from the Forestry Building, even after the allocated Catch-All dates.

During the Catch-All week, the Department received concerns from community leaders who stated that communities were not ready for the Receipting Process. Considering the concerns raised, the Department called for an urgent update meeting with Community Based Organisations (CBOs), to better understand the concerns. In the meeting CBOs agreed that community members needed more time until the end of November 2022 to complete their verification forms.

After extensive consultations, the Department approved the requests from CBOs to start the Receipting Process on 05 December 2022 and end on 15 December 2022, to give communities sufficient time to complete their verification forms (see validation schedule below).

The Department has also agreed to accept and assist people that came to the Forestry Building of the Department in Cape Town to collect their verification forms after the Catch-All week. The Department continued with this arrangement of the Forestry Building as until Friday, 11 November 2022.

Please Note: The Department will not allocate any additional time for people to collect verification forms as this will have an impact on the receipting process.

Notes on Receipting Process:

- Each verification form has a unique sequence number, and the form should not be photocopied.
- Community members should only complete and submit the original verification forms, and no "Sample Forms" will be accepted during the Receipting process.
- Community members will be required to bring their original/retroactive identity (ID) documents to the Receipting venues when submitting their verification forms.
- If a community member is unable to submit their verification forms in person, they will be required to complete a proxy form and attach a copy of both their ID documents and that of the nominated Proxy.
- The Department encourages all community members that are having difficulties in completing the verification forms to contact the Department for assistance, or they can come to the receipting venues on the specified dates, and they will be assisted to complete their forms.

The receipting schedule is as follows:

CAPE METRO			
COMMUNITY	VENUES	RECEIPTING DATES (05 DECEMBER 2022 - 15 DECEMBER 2022)	TIME
Gugulethu		06 December 2022	09:00-16:00
Crossroads	Kwazi Hall		
Nyanga			
Philippi		06 December 2022	09:00 – 16:00
Khayelitsha	Eyathu Community Hall	06 December 2022	09:00 – 16:00
Langa	Phanduwez Hall	06 December 2022	
Brackenfell			
Kraaifontein	Bellville Civic Centre	07 December 2022	09:00 – 16:00
Belhar			
Delft			
Hanover Park	Hanover Park Community Centre	05 December 2022	09:00 – 16:00
Strandfontein	Church of Nazarene Hall	05 December 2022	09:00 – 16:00
Mitchell's Plain			
Retreat			
Steenberg	Sharon Assembly Hall	06 December 2022	09:00-16:00
Lavender Hill / Rondevlei			
Grassy Park	Harmony Hall	09 December 2022	09:00 – 16:00
Vrygrond	Gospel Faith Mission Church	07 December 2022	09:00 – 16:00
Hangberg - Hout Bay	Hangberg Multipurpose Centre	09 December 2022	09:00 – 16:00
Intzamo Yethu - Hout Bay	Isaku Lobom	07 December 2022	09:00 – 16:00
Kaki Bay	Holy Trinity Church	08 December 2022	09:00 – 16:00
Masiphumelele	Ocean View Multipurpose Centre	06 December 2022	09:00 – 16:00
Ocean View			
Red Hill	Redhill Library	08 December 2022	09:00 – 16:00
'Sij Louw's Pass	'Sij Louw's Pass Library	08 December 2022	09:00 – 16:00
Macassar	Macassar Community Hall	08 December 2022	09:00 – 16:00
Gordon's Bay			
Strand	VOK Die Strand	08 December 2022	09:00 – 16:00

For more information, please contact 021 402 3614.

ISSUED BY THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

Call centre: +27 86 111 2448
www.dffe.gov.za

forestry, fisheries & the environment
Department: Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

2030 NDP

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

7 RECEIPTING

7.1 OVERVIEW

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

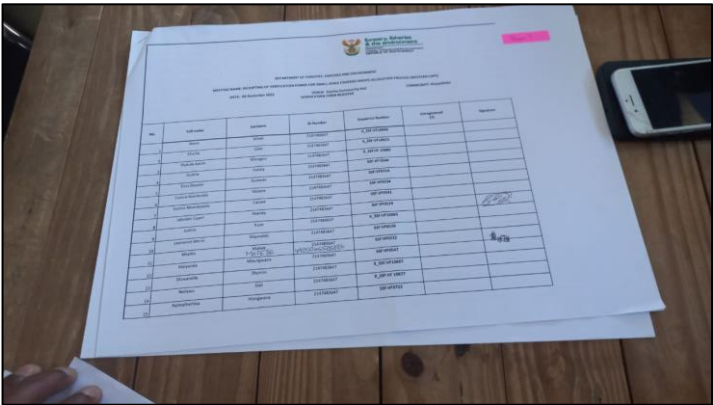
Table 7-1: Receipting - Planned start vs Actual start

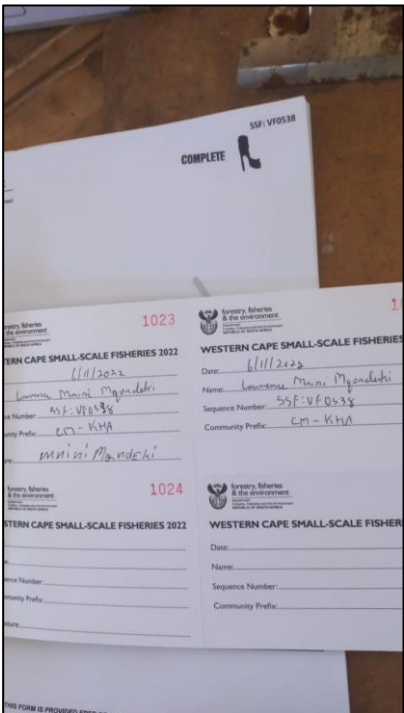
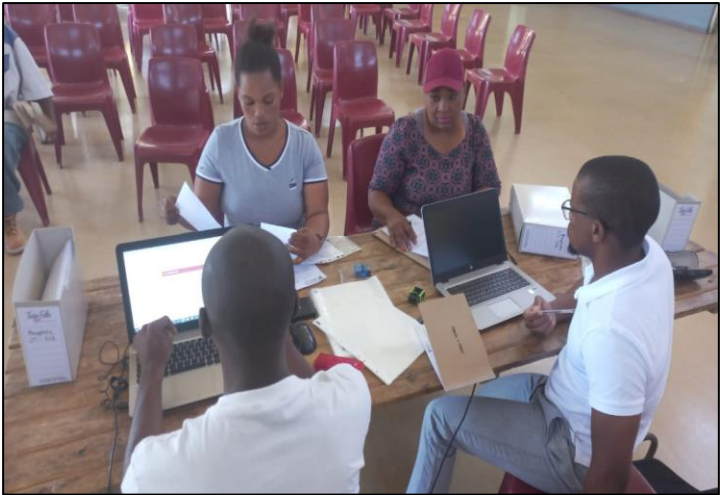
ITEM	DESCRIPTION
Venue	Eyethu Community Hall
Original Planned Start Date	31/10/2022
Updated Planned Start Date	06/12/2022
Actual Start Date	06/12/2022
Data collector	Pumela – Observer Forum
Effect on applicants	<p>The project is delayed according to the original start date and means that the applicants will have to wait longer to know the outcome of the process and whether they will be receiving a permit.</p> <p>The delay was caused by fisher representing organisations requesting to have more time for the fishers to fill in the forms.</p>
Additional Comments	<p>Due the fisher organisations requests to move the receipting dates later, DFFE implemented a mobilisation for receipting process whereby they went to the area and put-up new posters indicating the new dates. The above “Updated Start Date” refers to the new start date according to the updated dates.</p>

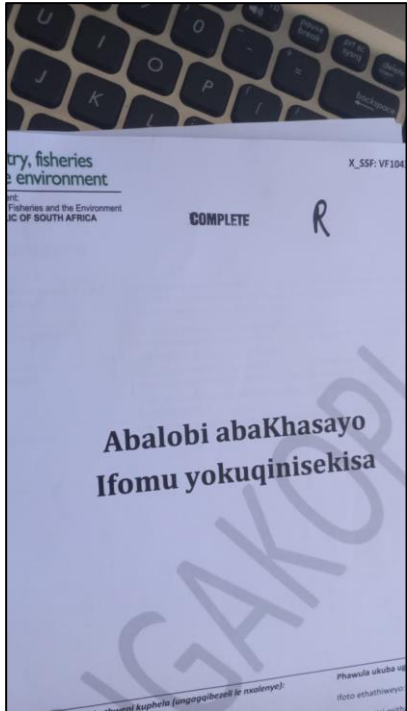
7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL

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

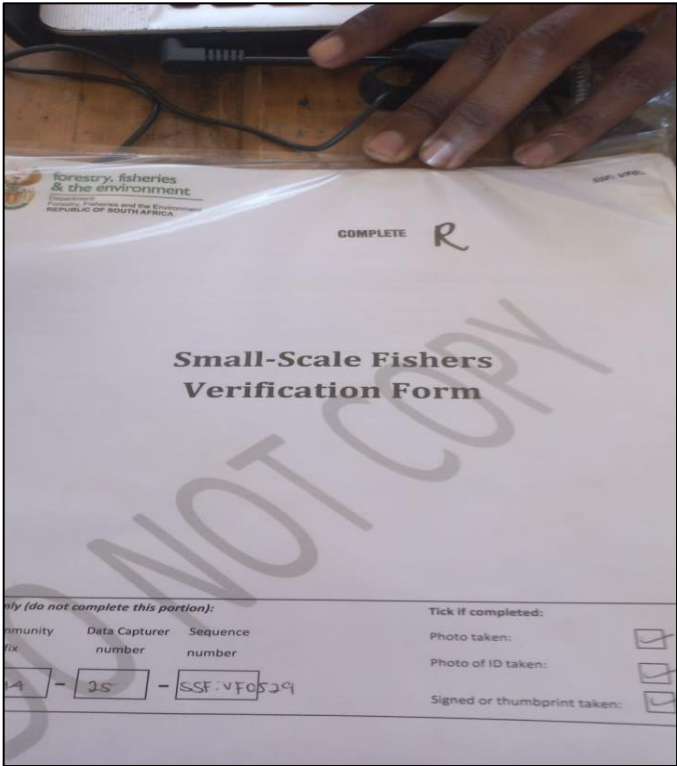
Table 7-2: Receipting - Criteria to be met


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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
7	Is there a stamp pad for complete or incomplete forms?	Yes	N/A
8	Are there receipt books?	Yes	
9	Are there laptops set up?	Yes	
10	Do the laptops have internet connection? (Ask the laptop operator to open google)	Yes	See above item 9, it is not very clear, but it can be see that the data capturer is busy inputting data

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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
17	Are the data capturers going through the applications to ensure that they are complete?	Yes	See above item 16, the application has been stamped as complete, meaning that the data capturers have gone through it
18	Are the data capturers adding a thumbprint where applicants have not signed?	Yes	N/A
19	Are the data capturers filling in the electronic checklist?	Yes	N/A
20	Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers' forms after checking them?	Yes	See above item 16

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
21	Are data capturers completing the first part of the fisher's application forms?	Yes	
22	Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.	Yes	See above item 8
23	Are the data capturers stapling all the fisher's documentation ?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
2 4	Are the data capturers placing the stapled documentation in the labelled box next to them?	Yes	
2 5	Are there Stowie-M and DFFE team leaders assisting and explaining to the fishers how the process work and facilitating any questions?	Yes	N/A
2 6	Did the venue close at 16:00?	Yes	N/A

7.3 WHATSAPP MESSAGES

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

Table 7-3: Receipting - WhatsApp

2022/11/30, 09:44 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.
2022/11/30, 09:44 - You created group "Eyethu Commu Receipting "
2022/11/30, 10:01 - You added Sindisa
2022/12/02, 10:42 - Fritz - Delta BEC added +27 68 130 6800
2022/12/05, 10:16 - Fritz - Delta BEC: @Pumela, we would just like to confirm your attendance at Eyethu Community Hall for Tomorrow @ 08:30. Thank you for your participation.
2022/12/05, 10:18 - +27 68 130 6800: Thank you for time cornfirmation 🍌
2022/12/06, 08:31 - Dezire - Deltz BEC: Morning Pumela
Are you at the venue ? Yes or No
2022/12/06, 09:05 - Dezire - Deltz BEC: Hi Pumela, can you please answer on this platform
2022/12/06, 09:05 - +27 68 130 6800: Yes
2022/12/06, 09:39 - Dezire - Deltz 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 Eyethu 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.
2022/12/06, 09:40 - Dezire - Deltz BEC: Was the venue opened at 08:30?
2022/12/06, 09:40 - +27 68 130 6800: Yes
2022/12/06, 09:46 - +27 68 130 6800: Yes

2022/12/06, 09:46 - Dezire - Deltz BEC: Is there an attendance register for the DFFE team and observer forum? Yes or No

2022/12/06, 09:46 - +27 68 130 6800: Yes

2022/12/06, 09:48 - Dezire - Deltz BEC: Can you send me the picture

2022/12/06, 09:50 - +27 68 130 6800: <Media omitted>

2022/12/06, 09:51 - Dezire - Deltz BEC: Have you signed the attendance register? Yes or No

2022/12/06, 09:51 - +27 68 130 6800: Yes

2022/12/06, 09:52 - Dezire - Deltz BEC: Send a Photo of the register you signed

2022/12/06, 10:04 - +27 68 130 6800: <Media omitted>

2022/12/06, 10:06 - Dezire - Deltz BEC: Is there an attendance register for the fishers to sign? Yes or No

2022/12/06, 10:06 - +27 68 130 6800: No

2022/12/06, 10:08 - Dezire - Deltz BEC: Are there electronic and paper copies of the registered fishers? Yes or No

2022/12/06, 10:11 - +27 68 130 6800: Yes

2022/12/06, 10:11 - Dezire - Deltz BEC: Is there an electronic checklist? Yes or No

2022/12/06, 10:13 - +27 68 130 6800: Yes

2022/12/06, 10:14 - Dezire - Deltz BEC: Is there a stamp pad for complete or incomplete forms? Yes or No

2022/12/06, 10:17 - +27 68 130 6800: Yes

2022/12/06, 10:18 - Dezire - Deltz BEC: Are there receipt books? Yes or No

2022/12/06, 10:21 - +27 68 130 6800: Yes

2022/12/06, 10:24 - Dezire - Deltz BEC: Are there laptops set up? Yes or No

2022/12/06, 10:24 - +27 68 130 6800: Yes

2022/12/06, 10:26 - Dezire - Deltz BEC: Do the laptops have internet connection? (Ask the laptop operator to open google) Yes or No

2022/12/06, 10:27 - +27 68 130 6800: Yes

2022/12/06, 10:27 - Dezire - Deltz BEC: Is there a video camera set up? Yes or No

2022/12/06, 10:28 - +27 68 130 6800: Yes

2022/12/06, 10:29 - Dezire - Deltz BEC: Are there clearly labelled boxes for storing the applications? Yes or No

2022/12/06, 10:31 - +27 68 130 6800: Yes

2022/12/06, 10:31 - Dezire - Deltz BEC: Send me an picture

2022/12/06, 10:32 - +27 68 130 6800: <Media omitted>

2022/12/06, 10:34 - Dezire - Deltz BEC: Has the service service provider explained the procedure of the day to the fishers? Yes or No

2022/12/06, 10:37 - +27 68 130 6800: Yes

2022/12/06, 10:40 - Dezire - Deltz BEC: Are fishers being guided to data capturers? Yes or No

2022/12/06, 10:44 - +27 68 130 6800: Yes

2022/12/06, 10:47 - Dezire - Deltz BEC: Sent me a photo

2022/12/06, 10:52 - +27 68 130 6800: <Media omitted>

2022/12/06, 10:57 - Dezire - Deltz BEC: Are the data capturers friendly? Yes or No

2022/12/06, 10:58 - +27 68 130 6800: Yes

2022/12/06, 10:58 - Dezire - Deltz BEC: Are fishers forms being marked with a big "R" if they are registered on the database? Yes or No

2022/12/06, 11:00 - +27 68 130 6800: Yes

2022/12/06, 11:00 - Dezire - Deltz BEC: Send me a photo

2022/12/06, 11:02 - +27 68 130 6800: <Media omitted>

2022/12/06, 11:02 - Dezire - Deltz BEC: Are the data capturers going through the applications to ensure that they are complete? Yes or No

2022/12/06, 11:03 - +27 68 130 6800: Yes

2022/12/06, 11:04 - Dezire - Deltz BEC: Are the data capturers adding a thumbprint where applicants have not signed? Yes or No

2022/12/06, 11:07 - +27 68 130 6800: Yes

2022/12/06, 11:07 - Dezire - Deltz BEC: Are the data capturers filling in the electronic checklist? Yes or No

2022/12/06, 11:09 - +27 68 130 6800: Yes

2022/12/06, 11:11 - Dezire - Deltz BEC: Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it? Yes or No

2022/12/06, 11:11 - +27 68 130 6800: Yes

2022/12/06, 11:13 - Dezire - Deltz BEC: Sent me the photo

2022/12/06, 11:14 - +27 68 130 6800: <Media omitted>

2022/12/06, 11:15 - Dezire - Deltz BEC: Are data capturers competing the first part of the fishers application forms? Yes or No

2022/12/06, 11:16 - +27 68 130 6800: Yes

2022/12/06, 11:17 - Dezire - Deltz BEC: Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form. Yes or No

2022/12/06, 11:17 - +27 68 130 6800: Yes

2022/12/06, 11:19 - Dezire - Deltz BEC: Sent me a photo

2022/12/06, 11:23 - +27 68 130 6800: <Media omitted>

2022/12/06, 11:25 - Dezire - Deltz BEC: Are the data capturers stapling all the fishers documentation? Yes or no

2022/12/06, 11:30 - +27 68 130 6800: Yes

2022/12/06, 11:32 - Dezire - Deltz BEC: Are the data capturers placing the stapled documentation in the labelled box next to them? Yes or No

2022/12/06, 11:33 - +27 68 130 6800: Yes

2022/12/06, 11:39 - Dezire - Deltz BEC: Send me the photo

2022/12/06, 11:45 - +27 68 130 6800: <Media omitted>

2022/12/06, 12:15 - Dezire - Deltz BEC: Is there issues you want to bring under my attention ? Yes or No

2022/12/06, 12:16 - +27 68 130 6800: No

2022/12/06, 12:17 - Dezire - Deltz BEC: The next question answer after 16:00

2022/12/06, 12:17 - Dezire - Deltz BEC: Did the venue close at 16:00

2022/12/06, 12:18 - +27 68 130 6800: Yes

2022/12/06, 16:14 - Dezire - Deltz BEC: Did the venue close at 16:00

2022/12/06, 16:15 - +27 68 130 6800: No

2022/12/06, 16:16 - Dezire - Deltz BEC: Is the venue still open

2022/12/06, 16:16 - +27 68 130 6800: Yes

2022/12/06, 16:16 - Dezire - Deltz BEC: Thank you we done

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	WC/SC/CBD/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 2	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
27-JAN-23	TEAM 2	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
30-JAN-23	TEAM 2A	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
31-JAN-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
01-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
02-FEB-23	TEAM 2A	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
03-FEB-23	TEAM 2A	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
06-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
07-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES

DATE	TEAM	OBSERVER	ATTENDANCE*	CHECKING COMPLETENESS*	IS THE ASSESSMENT TEAM MARKING THE VERIFICATION FORMS AS EITHER "COMPLETE" OR "INCOMPLETE"?	SUCCESSFUL OR UNSUCCESSFUL*	RESERVED APPLICATIONS*	IS THE ASSESSMENT TEAM PROVIDING DETAILED REASONS FOR THE OUTCOMES OF THE APPLICATIONS?	IS THE ASSESSMENT TEAM CAPTURING ALL INFORMATION AND OUTCOMES ON AN ELECTRONIC DATABASE FOR EVERY APPLICANT, COMMUNITY AND REGION?
08-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
09-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
10-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES

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

	<ul style="list-style-type: none"> • At least 10 years accumulative experience • Majority of livelihood should be dependent on small scale fishing
*Reserved applications	Where the assessment team is unable to make a decision whether a verification form is "complete"/"incomplete" or "successful"/"unsuccessful", are they marking those applications as "Reserved"?

8.3.1.1 Comments/Issues

Table 8-2: Comments and Issues

#	DATE	TEAM	COMMENTS/ISSUES
01	25 JAN 2023	TEAMS 1, 2, 3	<ul style="list-style-type: none"> • 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 2	Team 2A and 2B shared one FCDW.
05	07 FEB 2023	TEAM 2	Team 2A and 2B shared one FCDW.
06	08 FEB 2023	TEAM 2	Team 2A and 2B shared one FCDW.
07	09 FEB 2023	TEAM 2	Team 2A and 2B shared one FCDW.
08	10 FEB 2023	TEAM 2	Team 2A and 2B shared one FCDW.

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				forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA			
CLIENT NAME		Department of Environment, Forestry and Fisheries		DATE		27/01/2023	
PROJECT NAME		Rights Allocation Process		TIME		08:30	
MEETING TYPE		Assessment Process					
VENUE		Foretrust Building, DFFE office, 11R Bourkeum					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE			
Name	Fitz Swangopol	Email	fitz.swangopol@gmail.com				
Company	Delta BEC	Mobile	074 537 0461				
Designation	Project Manager	Office	021 298 1900 / 012 368 1950				
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com				
Company	Delta BEC	Mobile	076 985 2491				
Designation	Observer	Office	021 918 1900				
Name	Siobhan Sijigam	Email	siobhan.sijigam@dffe.gov.za				
Company	DFFE	Mobile	071446671				
Designation	Deputy Director	Office					
Name	Lehlapotlo Seshabela	Email	lsheshabela@dffe.gov.za				
Company	DFFE	Mobile	0832873758				
Designation	Driver (JAC)	Office					
Name	ATHANDIWE MTSABE	Email	A.Mtsabe@dffe.gov.za				
Company	DFFE	Mobile	073 105 3713				
Designation	OFFICE ADMINISTRATOR	Office	foretrust building				

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

DELTA built environment consultants				forestry, fisheries & the environment Department: 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 Process					
VENUE		Foretrust Building, 6 th Floor, 11R Bourkeum					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE			
Name	ATHANDIWE MTSABE	Email	A.Mtsabe@dffe.gov.za				
Company	DFFE	Mobile	073 1053 783				
Designation	OFFICE ADMINISTRATOR	Office	021 402 3109				
Name	SINDISA SIJIGAM	Email	S.Sijigam@dffe.gov.za				
Company	DFFE	Mobile	071 414 0671				
Designation	DEPUTY DIRECTOR	Office	021 402 3109				
Name	MOLIBUENO MORLIS	Email	Molibuseno@dffe.gov.za				
Company	DFFE	Mobile	071 307 3237				
Designation	SPARKBLUEN EXHIBIT: RCU	Office	028 948 9720				
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com				
Company	Delta BEC	Mobile	076 985 2491				
Designation	Observer	Office	021 918 1900				
Name	KOP W. Sijiso Mabea	Email	021 402 3626				
Company	DFFE	Mobile					
Designation	FCW	Office					

Figure 8-2: Verification - 27/01/2023 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	30/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom - 6 th Flr. DFFE office				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swangol	Email	fritz.swangol@delta-bcc.com		
Company	Delta BCC	Mobile	074 571046		
Designation	Project Manager	Office			
Name	Zwethembe Swemane	Email	zswemane@dffe.gov.za		
Company	DFFE	Mobile	084 432685		
Designation	EO	Office	047 561410		
Name	Francis Joseph	Email	fjoseph@dffe.gov.za		
Company	DFFE	Mobile	078 230069		
Designation	PCOL	Office			
Name	Maria Panziso	Email	wespa@gmail.com		
Company	Stawie M	Mobile	0736677508		
Designation	Secretary	Office			
Name	Lehlagano Seshabela	Email	leshabela@dffe.gov.za		
Company	DFFE	Mobile	083 287 3788		
Designation	Driver	Office			

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
ATTENDEE INFORMATION	CONTACT INFORMATION	SIGNATURE			
Name	Sindiso Sigau	Email	sigsau@dffe.gov.za		
Company	DFFE	Mobile	071140671		
Designation	Deputy Director	Office			
Name		Email			
Company		Mobile			
Designation		Office			
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 8-3: Verification - 30/01/2023 Team 2A 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	30/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	HR Boardroom, DFFE				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swangol	Email	fritz.swangol@delta-bcc.com		
Company	Delta BCC	Mobile	074 571 0461		
Designation	Project Manager	Office	083 7891711		
Name	SIFEJO MAPHISA	Email			
Company	DFFE	Mobile			
Designation	PCOL	Office			
Name	MORUKA Madhona	Email	M.Madhona@dffe.gov.za		
Company	DFFE	Mobile	081504557		
Designation	BAC	Office			
Name	VILISAN JOHNS	Email	Vilisan@dffe.gov.za		
Company	DFFE	Mobile	083 765 4242		
Designation	Assistant Director	Office	043 7442 2684		
Name	Athandile Maseko	Email	Athandile@dffe.gov.za		
Company	DFFE	Mobile	073 1058715		
Designation	Office Administrator	Office			

Figure 8-4: Verification - 30/01/2023 Team 2B 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	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom, 6 th Flr. DFFE office				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swangol	Email	fritz.swangol@delta-bcc.com		
Company	Delta BCC	Mobile	074 5710461		
Designation	Project Manager / Observer	Office			
Name	Christian Swam	Email	christian.swam@delta-bcc.com		
Company	Delta BCC	Mobile	074 55 2491		
Designation	Observer	Office			
Name	Lehlagano Seshabela	Email	leshabela@dffe.gov.za		
Company	DFFE SSM	Mobile	0812746242		
Designation	Driver	Office			
Name	Sindiso Sigau	Email	sigsau@dffe.gov.za		
Company	DFFE	Mobile	071 40671		
Designation	Deputy Director	Office			
Name	Maria Panziso	Email	wespa@gmail.com		
Company	Stawie M	Mobile	0736677508		
Designation	Secretary	Office			

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
ATTENDEE INFORMATION	CONTACT INFORMATION	SIGNATURE			
Name	Zwethembe Swemane	Email	zswemane@dffe.gov.za		
Company	DFFE	Mobile	084 432685		
Designation	EO Administrator	Office	047561410		
Name	SIFEJO MAPHISA	Email	smaphisa@dffe.gov.za		
Company	DFFE	Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-5: Verification - 31/01/2023 Team 2A 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	09:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust Building, 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Jensiena Joseph	Email	fjoseph@dffe.gov.za		
Company	DFFE	Mobile	078 238 0109		
Designation	FCOW	Office	CPT		
Name	NOKUTHULA Makhene	Email	NMakhene@dffe.gov.za		N. Makhene
Company	DFFE	Mobile	078 504 577		
Designation	ADMINISTRATOR	Office	CPT		
Name	Athandile Mtsabe	Email	AMtsabe@dffe.gov.za		
Company	DFFE	Mobile	073 105 8713		
Designation	Office Administrator (Owner)	Office	Foretrust Building		
Name	Vuyisani Jozani	Email	VJozani@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		
Designation	A.O	Office	043 747 2684		
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2471		
Designation	Observer	Office	021 913 1400		

Figure 8-6: 31/01/2023 Team 2B 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	09:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Foretrust 6 th Floor, HA Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2471		
Designation	Observer	Office	021 913 1400		
Name	Fritz Swonopel	Email	fritz.swonopel@deltabec.com		
Company	Delta BEC	Mobile	074 357 0461		
Designation	Project Manager / Observer	Office			
Name	Lehlagorolo Sedibela	Email	lsethabela@dffe.gov.za		
Company	DFFE - SSFM	Mobile	083 287 3753		
Designation	SAC / Driver	Office	021 440 3060		
Name	Mihla Fenziso	Email	wasstone@gmail.com		
Company	Stowee M	Mobile	0735677508		
Designation	Secretariat	Office	Foretrust		
Name	Sandra Syam	Email	ssyamp@deltabec.com		
Company		Mobile	071 4146611		
Designation		Office			

Figure 8-7: Verification - 01/02/2023 Team 2A 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	2023-02-01		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2471		
Designation	Observer	Office	021 913 1400		
Name	NOKUTHULA Makhene	Email	NMakhene@dffe.gov.za		N. Makhene
Company	DFFE	Mobile	078 504 577		
Designation	ADMINISTRATOR	Office	CAPE TOWN		
Name	ATHANDILE MTSABE	Email	AMtsabe@dffe.gov.za		
Company	DFFE	Mobile	073 105 8713		
Designation	CA (DRIVER)	Office	CAPE TOWN (FORETRUST)		
Name	Jensiena Joseph	Email	fjoseph@dffe.gov.za		
Company	DFFE	Mobile	078 238 0109		
Designation	FCOW	Office	CPT		
Name	Vuyisani Jozani	Email	VJozani@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		
Designation	A.O	Office	043 747 2684		

Figure 8-8: Verification - 01/02/2023 Team 2B Attendance Register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	11:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swaneveld	Email	fritz.swaneveld@deltabec.com		
Company	Delta BEC	Mobile	074 557 046		
Designation	Project Manager / Observer	Office	0445		
Name	ZANE THEBEAC SWENBANE	Email	zswenb@offe.gov.za		
Company	DFFE	Mobile	0824432685		
Designation	ADMINISTRATOR	Office	0475691410		
Name	Thonjena Joseph	Email	fjoseph@offe.gov.za		
Company	DFFE: SE	Mobile	0782310109		
Designation	FCOW	Office	CPT		
Name	Mihlo Penziso	Email	mpenziso@gmail.com		
Company	Stouwe M	Mobile	0735677508		
Designation	Secretary	Office	Foretrust Building		
Name	Leklogolo Seshabela	Email	lseshabela@offe.gov.za		
Company	DFFE: SSM	Mobile	0832873758		
Designation	Driver	Office			

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Gisela Siganu	Email	ssiganu@offe.gov.za		
Company	DFFE	Mobile	0714146571		
Designation	Deputy Director	Office			
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 8-9: Verification - 02/02/2023 Team 2A Attendance Register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	02 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	10:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Main Room, 4 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ATHANDE MTSHI	Email	amtsabi@offe.gov.za		
Company	DFFE	Mobile	073 145 8713		
Designation	DRIVER	Office	Foretrust Building (Cape Town)		
Name	NOMVULO MADIKANE	Email	Nmadikane@offe.gov.za		
Company	DFFE	Mobile	0431504597		
Designation	ADMIN	Office	FORETRUST (CAPE TOWN)		
Name	SIKISO MAPHISA	Email	smaphisa@offe.gov.za		
Company	DFFE	Mobile	082310109		
Designation	DRIVER	Office	FORETRUST CAPE TOWN		
Name	Vuyisani JOZANI	Email	VJozani@offe.gov.za		
Company	DFFE	Mobile	083 865 4242		
Designation	A.D	Office	043 742 2654		
Name	Fritz Swaneveld	Email			
Company	Delta BEC	Mobile	074 557 0461		
Designation	Project Manager / Observer	Office			

Figure 8-10: Verification - 02/02/2023 Team 2B Attendance Register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:15		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ZANE THEBEAC SWENBANE	Email	zswenb@offe.gov.za		
Company	DFFE	Mobile	0824432685		
Designation	ADMINISTRATOR	Office	0475691410		
Name	Thonjena Joseph	Email	fjoseph@offe.gov.za		
Company	DFFE	Mobile	0782310109		
Designation	FCOW: Tech	Office	CPT		
Name	Mihlo Penziso	Email	mpenziso@gmail.com		
Company	Stouwe M	Mobile	0735677508		
Designation	Secretary	Office	Foretrust		
Name	Gisela Siganu	Email	ssiganu@offe.gov.za		
Company	DFFE	Mobile	0714146571		
Designation	DRIVER	Office			
Name	Leklogolo Seshabela	Email	lseshabela@offe.gov.za		
Company	DFFE	Mobile	0832873758		
Designation	DRIVER	Office			

Figure 8-11: Verification - 03/02/2023 Team 2A Attendance Register

DELTA SUSTAINABLE ENVIRONMENTAL CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:15		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fitz Swanepoel	Email	fitz.swanepoel@gmail.com		
Company	Delta BEC	Mobile	074 957 0461		
Designation	Project Manager / Observer	Office			
Name	NOBUTHULA Madikane	Email	NMadikane@dffe.gov.za		
Company	DEFF / SSFM	Mobile	081804597		
Designation	Admin	Office	Cape Town / Fore Trust		
Name	Vuyisani Jozane	Email	VJozane@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		
Designation	A.D	Office	043 742 2684		
Name	ATHANDU MISA	Email	A.Misa@dffe.gov.za		
Company	DFFE	Mobile	07145373		
Designation	Office Administrator	Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-12: Verification - 03/02/2023 Team 2B Attendance Register

DELTA SUSTAINABLE ENVIRONMENTAL CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fitz Swanepoel	Email	fitz.swanepoel@deltabec.com		
Company	Delta BEC	Mobile	074 957 0461		
Designation	Project Manager	Office			
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office			
Name	Leshabela Seshabela	Email	Leshabela@dffe.gov.za		
Company	DFFE	Mobile	08 3 287 3758		
Designation	Driver	Office			
Name	Sigone Sigone	Email	sigone@dffe.gov.za		
Company	DFFE	Mobile	0714 146 6711		
Designation		Office			
Name	MUNOPE MZISO	Email	mziso1999@gmail.com		
Company	Stawie M	Mobile	073 567 1508		
Designation	Secretary	Office			

Figure 8-13: Verification - 06/02/2023 Team 2A Attendance Register

DELTA SUSTAINABLE ENVIRONMENTAL CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Verification - Team 2B				
VENUE	Foretrust, 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	011 818 1800		
Name	NOBUTHULA Madikane	Email	NMadikane@dffe.gov.za		
Company	DEFF (SSFM)	Mobile	078 1504 597		
Designation	Admin	Office			
Name	SIKHISO MAPPISA	Email	SikhisoMappisa@dffe.gov.za		
Company	DFFE	Mobile	083 737 7711		
Designation	FDW	Office			
Name	ATHANDU MISA	Email	A.Misa@dffe.gov.za		
Company	DFFE	Mobile	073 1058718		
Designation	Office Adm (Driver)	Office	N/A		
Name	Vuyisani Jozane	Email	VJozane@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		
Designation	A.D	Office	043 742 2684		

Figure 8-14: Verification - 06/02/2023 Team 2B 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 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom, 6 th Floor, Fortrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swerepel	Email			
Company	Delta BEC	Mobile	074 387 0461		<i>[Signature]</i>
Designation	Project Manager / Observer	Office			
Name	Christian Storm	Email	christian.storm@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 918 1800		
Name	SIPHO MAPHISA	Email	smapisa@dppe.gov.za		<i>[Signature]</i>
Company	DPPE	Mobile			
Designation	FCOW	Office			
Name	Milia Panziso	Email	wssfo9@gmail.com		<i>[Signature]</i>
Company	Stawie M	Mobile	073 561 7508		
Designation	Secretariat	Office			
Name	Shelton Sogun	Email	sogun@dffe.gov.za		<i>[Signature]</i>
Company	DFFE	Mobile	0714140871		
Designation	Chairperson	Office	Secretat		

Figure 8-15: Verification - 07/02/2023 Team 2A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
Name		lehlapanolo Seshabela		Signature	
Company	DFFE	Email	lshshabela@dffe.gov.za		<i>[Signature]</i>
Designation	Driver	Mobile	083 287 3758		
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

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 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30 - 10:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 th Floor, Fortrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swerepel	Email			
Company	Delta BEC	Mobile	074 387 0461		<i>[Signature]</i>
Designation	Project Manager / Observer	Office			
Name	Christian Storm	Email	christian.storm@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 918 1800		
Name	Vusiwe Jozani	Email	vuzani@dffe.gov.za		<i>[Signature]</i>
Company	DPPE	Mobile	083 865 4242		
Designation	AD	Office	042 742 2684		
Name	Nkululeko Mchizha	Email	nkululeko@dffe.gov.za		<i>[Signature]</i>
Company	DFFE	Mobile	081 54597		
Designation	Admin	Office	Capetown MEN		
Name	Alwanda Nisake	Email	alwanda@dffe.gov.za		<i>[Signature]</i>
Company	DFFE	Mobile	073 1058712		
Designation	Driver	Office	CPT		

Figure 8-16: Verification - 07/02/2023 Team 2B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Fortrust, 6 th Floor, HR Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storm	Email	christian.storm@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 918 1800		
Name	lehlapanolo Seshabela	Email	lshshabela@dffe.gov.za		<i>[Signature]</i>
Company	DFFE	Mobile	083 287 3758		
Designation	Driver	Office	021 400 3060		
Name	Shelton Sogun	Email	sogun@dffe.gov.za		<i>[Signature]</i>
Company	DFFE	Mobile	0714140871		
Designation	Chairperson	Office			
Name	Milia Panziso	Email	wssfo9@gmail.com		<i>[Signature]</i>
Company	Stawie M	Mobile	073 561 7508		
Designation	Secretariat	Office			
Name	SIPHO MAPHISA	Email	smapisa@dppe.gov.za		<i>[Signature]</i>
Company	DPPE	Mobile	083 727 1711		
Designation		Office			

Figure 8-17: Verification - 08/02/2023 Team 2A 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 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust, 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 818 1800		
Name	Nokuthle Madikane	Email	NMadikane@dffe.gov.za		
Company	DFE	Mobile	078 504 997		
Designation	Admin	Office	1066 Teust Cape Town		
Name	ATHANDILE MUSAJE	Email	AMtsebe@dffe.gov.za		
Company	DFE	Mobile	073058713		
Designation	DRIVER	Office	Freerule - Cape Town		
Name	Vuyisani Jigane	Email	VJigane@dffe.gov.za		
Company	DFE	Mobile	083 845 4242		
Designation	Chairperson	Office	043 742 2684		
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-18: Verification - 08/02/2023 Team 2B 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 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Foretrust Building, 4 th Floor, HR Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 818 1800		
Name	Fritz Smeets	Email	fritz.smeets@deltabec.com		
Company	Delta BEC	Mobile	074 387 0461		
Designation	Regional Manager / Observer	Office	021 818 1800		
Name	ZARITHELE M. SENEKATANA	Email	zsenekatana@dffe.gov.za		
Company	DFE	Mobile	024 41 22683		
Designation	ADMINISTRATOR	Office	047 564 414		
Name	Mihlo Ponzio	Email	wosifore@gmail.com		
Company	Stouwe M	Mobile	0735671508		
Designation	Secretariat	Office			
Name	Proba Sigman	Email	sigman@dffe.gov.za		
Company	DFE	Mobile	0714406671		
Designation	Chairperson	Office			
Name		Email			
Company		Mobile			
Designation		Office			

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
NAME	lekgone/D	EMAIL	lekgone@dffe.gov.za		
COMPANY	DFE:SSFM	MOBILE	0832873758		
DESIGNATION	Driver	OFFICE	021 402 3060		
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 8-19: Verification - 09/02/2023 Team 2A 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 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust Building, 4 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Smeets	Email			
Company	Delta BEC	Mobile	074 387 0461		
Designation	Regional Manager / Observer	Office			
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 818 1800		
Name	SITHISO	Email	Sithiso@dffe.gov.za		
Company	DFE	Mobile	083 733 7711		
Designation		Office			
Name	Vuyisani Jigane	Email	VJigane@dffe.gov.za		
Company	DFE	Mobile	083 845 4242		
Designation	Chairperson	Office	043 742 2684		
Name	Nokuthle Madikane	Email	NMadikane@dffe.gov.za		
Company	DFE	Mobile	071 831 3725		
Designation	Secretary	Office	0214023344		
Name		Email			
Company		Mobile			
Designation		Office			

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
NAME	Athandile Mtsebe	EMAIL	AMtsebe@dffe.gov.za		
COMPANY	DFE	MOBILE	073 105 8713		
DESIGNATION	Driver	OFFICE	021 402 3158		
NAME		EMAIL			
COMPANY		MOBILE			
DESIGNATION		OFFICE			
NAME		EMAIL			
COMPANY		MOBILE			
DESIGNATION		OFFICE			
NAME		EMAIL			
COMPANY		MOBILE			
DESIGNATION		OFFICE			

Figure 8-20: Verification - 09/02/2023 Team 2B 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 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HK Boardroom, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 953 2431		
Designation	Observer	Office	021 818 1800		
Name	Suzanne Sogun	Email	s.sogun@dffe.gov.za		
Company	DFFE	Mobile	0714140071		
Designation	Chairperson	Office			
Name	Mina Ranziso	Email	mranziso@gmail.com		
Company	Stawle M	Mobile	075277508		
Designation	Secretariat	Office			
Name	ZINETHENSA SWANEKOP	Email	zswanelindawo@dffe.gov.za		
Company	DFFE	Mobile	0744732685		
Designation	Admin	Office	Post St 20495		
Name	Lehtogonelo Sathabeli	Email	lsathabeli@dffe.gov.za		
Company	DFFE SSFM	Mobile	083 287 3758		
Designation	Driver	Office			

Figure 8-21: Verification - 10/02/2023 Team 2A 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 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 953 2431		
Designation	Observer	Office	021 818 1800		
Name	SIMISO MAPPISA	Email	s.mappisa@dffe.gov.za		
Company	DFFE	Mobile	082 337 1711		
Designation	Observer	Office			
Name	NOLUTHULELA MADIKIZI	Email	N.Madikizi@dffe.gov.za		
Company	DFFE	Mobile	078 150 6977		
Designation	Admin	Office	OFFICE CAPETOWN		
Name	Mthandile Mtsabe	Email	M.Mtsabe@dffe.gov.za		
Company	DFFE	Mobile	073 105 8713		
Designation	Driver	Office	021 402 4158		
Name	Vuyisani Jozana	Email	V.Jozana@dffe.gov.za		
Company	DFFE	Mobile	083 965 4112		
Designation	Chair	Office	043 742 2684		

Figure 8-22: Verification - 10/02/2023 Team 2B 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	CBD
Actual Start Date	25 January 2023
End Date	Delta BEC's appointment ends on 10 February 2023. The DFFE will continue with the verification process along with Stowie-M.
Observer	Fritz Swanepoel - Delta BEC

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

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

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

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

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

Table 8-6: Comments and Issues

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

8.4.3 DATA COLLECTED

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

Table 8-7: Verification - Data collected

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

8.4.3.1 Attendance register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	11:30		
MEETING TYPE	Quality Control Process - Team 1, 2 and 3				
VENUE	M&M Boardroom, 3 rd Floor, Forestry Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Szwarcwald	Email	fritz.szwarcwald@gmail.com		
Company	Delta BEC	Mobile	014 557 0416		
Designation	Project Manager / Observer	Office			
Name	Abela Wale Ndosu	Email	Nandos1@dffe.gov.za		
Company	DFFE	Mobile	078 458 0911		
Designation	TEAM 3 Chair (b5)	Office	Forestry Building		
Name	Sigobu Sigona	Email	sigobu@dffe.gov.za		
Company	DFFE	Mobile	074140671		
Designation	Team 2 Chair (b5)	Office			
Name	Bonono Maki	Email	bonono@dffe.gov.za		
Company	DFFE	Mobile	033 227 5327		
Designation	Team leader / (b5)	Office	CPT		
Name	Abanyile Ngqungwa	Email	A.Ngqungwa@dffe.gov.za		
Company	DFFE	Mobile	060 508 7014		
Designation	Director	Office			

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Kuan Tzu Shen	Email	kuantzu@kly@gmail.com		
Company	Stowise M.	Mobile	067 020 3801		
Designation	SECRETARY	Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-23: Quality Control - 10/02/2023 Attendance Register

8.4.3.2 Checklist signed by all parties involved

Scanned copies handed over to the DFFE.

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.