

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

**MASTER REPORT**

FINAL REPORT  
REVISION 00

**MARCH 2023**

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**forestry, fisheries  
& the environment**

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



## EXECUTIVE SUMMARY

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

LOCATION	AREA 09
<b>MOBILISATION COMPLIANCE RATING</b>	56%
<b>DISTRIBUTION COMPLIANCE RATING</b>	0%
<b>CATCH - ALL COMPLIANCE RATING</b>	100%
<b>MOBILISATION FOR RECEIPTING COMPLIANCE RATING</b>	100%
<b>RECEIPTING COMPLIANCE RATING</b>	89%
<b>VERIFICATION COMPLIANCE RATING</b>	92%
<b>AVERAGE COMPLIANCE RATING</b>	73%

Table 1-1: Overview of observation

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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

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# 1 INTRODUCTION

This chapter will be presented in the following sections:

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

## 1.1 BACKGROUND

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

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

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

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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

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## 2 APPROACH

The difficulty that faces the observer forum 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 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 is presented in this report.

## 3 MOBILISATION

The mobilization phase of the process refers to the phase where the local fisherman interested in obtaining fishing rights is notified that the distribution phase (further detailed in section 0) will commence. This communication is done via posters, bulk SMSs and radio broadcasts.

This chapter is detailed in the following sections:

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

### 3.1 OVERVIEW

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

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

ITEM	DESCRIPTION
<b>Venue</b>	Darling Community Hall
<b>Planned Start Date</b>	12 September 2022
<b>Actual Start date</b>	12 September 2022, this date is not definite as the DFFE issue Delta BEC with information retrospectively, this date was deduced by looking at the file name of the photo provided. The photo file name is "IMG-20220912-WA0022 Darling Library and Municipal Office".
<b>Data collector</b>	DFFE – No specific person from DFFE observed on the day, the information was received in bulk through Sindisa Sigam.
<b>Effect on applicants</b>	The applicants were given one less day to prepare to be at the distribution phase.
<b>Additional Comments</b>	No observer forum had been formed by the time DFFE commenced with mobilisation, therefore, all mobilisation information was received from DFFE officials through pictures which they downloaded from their WhatsApp group chat.

### 3.2 CRITERIA TO BE MET TO BE SUCCESSFUL

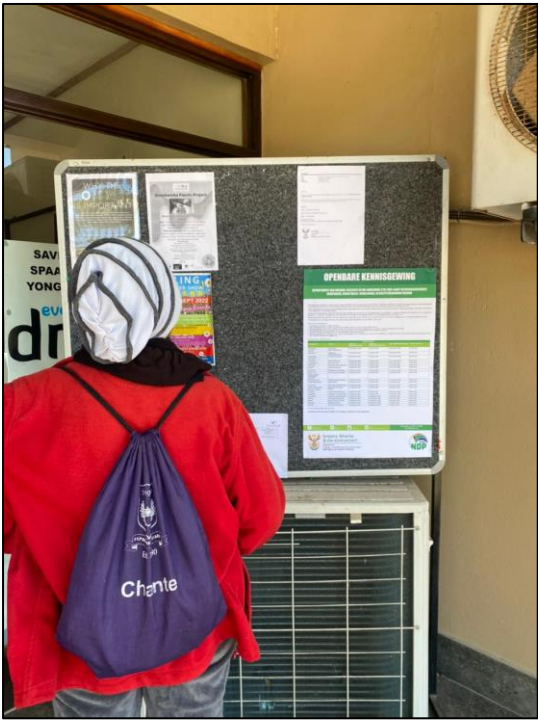
This section presents the posters put up, SMSs sent, and radio broadcasts made by DFFE to communicate the initial timelines to the fishers.

### 3.2.1 POSTER

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

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

#	CRITERIA TO BE MET	YES/NO																																																																																																																																																													
1	Have posters been designed with the following information:																																																																																																																																																														
1.1	<ul style="list-style-type: none"> <li>• Visitation schedule</li> </ul>	Yes																																																																																																																																																													
1.2	<ul style="list-style-type: none"> <li>• Location of the venues</li> </ul>	Yes																																																																																																																																																													
1.3	<ul style="list-style-type: none"> <li>• Dates and times for distribution and receipting</li> </ul>	Yes																																																																																																																																																													
1.4	<ul style="list-style-type: none"> <li>• Documents required for registration</li> </ul>	Yes	<table border="1"> <thead> <tr> <th colspan="6">WEST COAST REGION</th> </tr> <tr> <th>COMMUNITY</th> <th>VENUE</th> <th>ESTIMATED MOBILISATION DATE</th> <th>ESTIMATED DISTRIBUTION DATE</th> <th>DFFE COLLECTION DATE</th> <th>REGISTRATION TIME</th> </tr> </thead> <tbody> <tr><td>Ebenhaasar</td><td>Ebenhaasar Community Centre</td><td>19 September 2022</td><td>3 October 2022</td><td>7 November 2022</td><td>09:00-16:00</td></tr> <tr><td>Lutzville</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Papendorp</td><td>Papendorp Church Centre</td><td>19 September 2022</td><td>4 October 2022</td><td>8 November 2022</td><td>09:00-16:00</td></tr> <tr><td>Leipolville</td><td>Leipolville Church Hall</td><td>19 September 2022</td><td>6 October 2022</td><td>10 November 2022</td><td>09:00-16:00</td></tr> <tr><td>Graafwater</td><td>Leipolville Church Hall</td><td>19 September 2022</td><td>6 October 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Allantis	Saxon Sea Civic Centre	12 September 2022	26 September 2022	31 October 2022	09:00-16:00																																																																																																																																																										
1.5	<ul style="list-style-type: none"> <li>• That forms are free</li> </ul>	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 criteria which 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
<b>Venue</b>	Darling Community Hall
<b>Planned Start Date</b>	26/09/2022
<b>Actual Start Date</b>	N/A
<b>Data collector</b>	N/A
<b>Effect on applicants</b>	N/A
<b>Additional Comments</b>	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 DFFE noted that the number of forms collected were low compared to the number of applicants from 2016. The DFFE noted that this was due to varying reasons but wanted to give fishers another chance to collect. As a result, DFFE ran a second distribution phase, this distribution phase did not go to each venue, but went to central venues in the larger regions where fishers from surrounding areas could collect their forms. The dates of this process were advertised via SMS's. This chapter of the reports detail the findings from observing the process under the following sections:

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

### 5.1 OVERVIEW

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

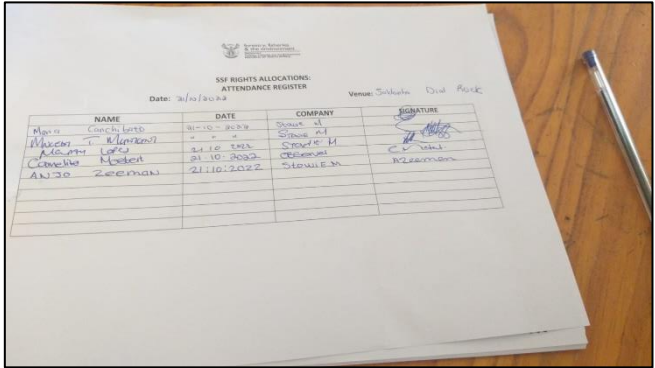

**Table 5-1: Catch-All Distribution - Date and Venue**


ITEM	DESCRIPTION
<b>Venue</b>	Saldhana, Dial Rock
<b>Date</b>	21/10/ 2022
<b>Data Collection</b>	Camelita – Observer Forum

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

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

**Table 5-2: Distribution -Criteria to be met**

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Did the DFFE arrange a venue and date for the collection of verification forms?	Yes	See below item 4 and 5, venue is open
2	Did the venue open on time?	Yes	N/A
3	Has an attendance register been signed by all parties including the observer forum?	Yes	
4	On the date of verification form collection, did the DFFE members explain to fishers how to fill in the forms?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
5	On the date of verification form collection, did the DFFE members explain to fishers that forms can be filled in on the day of verification?	Yes	

### 5.3 WHATSAPP MESSAGES

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

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

2022/10/17, 12:12 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.
2022/10/17, 12:12 - Isaac - Delta BEC created group "C-A:D. Imizamo Yethu OF"
2022/10/17, 12:12 - Isaac - Delta BEC added you
2022/10/17, 12:46 - Isaac - Delta BEC changed the subject from "C-A:D. Imizamo Yethu OF" to "C-A:D. Saldanha Bay: D R"
2022/10/21, 08:45 - Isaac - Delta BEC added Camelita Mostert
2022/10/21, 08:48 - Zukiswa - Delta BEC: Good Morning *Camelita* , this group will be used for communication regarding this venue *C-A-D Saldanha, Dial Rock* , and the distribution process taking place here today. We will be asking a series of *Yes/No* questions, please answer them accordingly. In between the questions we will be asking for photos and be giving space to raise concerns, please answer these questions when prompted.
2022/10/21, 08:48 - Zukiswa - Delta BEC: Are you at the venue?
2022/10/21, 09:48 - Camelita Mostert: yes
2022/10/21, 09:50 - Zukiswa - Delta BEC: Please send a photo: venue outside & inside
2022/10/21, 09:54 - Camelita Mostert: IMG-20221021-WA0002.jpg (file attached)
2022/10/21, 09:54 - Camelita Mostert: IMG-20221021-WA0003.jpg (file attached)
2022/10/21, 09:54 - Camelita Mostert: IMG-20221021-WA0004.jpg (file attached)
2022/10/21, 09:56 - Camelita Mostert: IMG-20221021-WA0005.jpg (file attached)
2022/10/21, 09:57 - Camelita Mostert: IMG-20221021-WA0006.jpg (file attached)
2022/10/21, 10:01 - Camelita Mostert: IMG-20221021-WA0007.jpg (file attached)
2022/10/21, 10:01 - Camelita Mostert: IMG-20221021-WA0008.jpg (file attached)
2022/10/21, 10:03 - Zukiswa - Delta BEC: Are there any further comments or concerns regarding the above question? Yes or No
2022/10/21, 10:04 - Camelita Mostert: No
2022/10/21, 10:08 - Zukiswa - Delta BEC: Did the DFFE arrange a venue and date for the collection of verification forms? Yes or No

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2022/10/21, 11:35 - Zukiswa - Delta BEC: Does the department have a list with all the names of all the fisher's from 2016? And are verification forms being handed out to the fisher's on the list? Yes or No

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

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

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

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

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

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

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

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

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

2022/10/21, 12:00 - Zukiswa - Delta BEC: On the date of verification form collection, did the DFFE member's explain to fishers how to fill in the forms? Yes or No

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

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

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

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

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

2022/10/21, 12:13 - Zukiswa - Delta BEC: On the date of verification form collection, did the DFFE member's explain to fishers that forms can be filled in on the day of verification? Yes or No

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

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

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

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

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

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

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

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

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

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

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



## 6 MOBILISATION FOR RECEIPTING

During the distribution phase, the DFFE noted that they got multiple requests from fisher Non-profit Organisation's (NPO) to extend the time between the distribution and receipting dates. The NPOs noted that the fishers required more time to get their supporting documentation together. The DFFE agreed to push the receipting dates out and, in turn, proceeded to arrange a mobilisation for receipting process. The mobilisation for the receipting process included going to the venues and putting up posters that advertised the new dates for the receipting process.

Delta BEC was put on WhatsApp groups with DFFE members who would send photos of the posters at the venues as evidence that it has been put up.

### 6.1 OVERVIEW

The table below presents the findings for the venue, the originally planned start date and the updated planned start date of the mobilisation for the receipting process.

**Table 6-1: Mobilisation for Receipting - Overview of the process**

ITEM	DESCRIPTION
Venue	Darling Community Hall
Date new poster was put up	24/11/2022
Original Planned Start Date	01/11/2022
Updated Planned Start Date	09/12/2022

### 6.2 NEW POSTER

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

WEST COAST REGION			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Ebenhaezer	Ebenhaezer Community Centre	12 December 2022	09:00-16:00
Lutzville			
Papendorp	Papendorp Church Hall	13 December 2022	09:00-16:00
Graafwater	Leipoldville Church Hall	15 December 2022	09:00-16:00
Leipoldville			
Doring Bay	Miriam Owles Hall	14 December 2022	09:00-16:00
Lamberts Bay	Don Burrell Hall	12 December 2022	09:00-16:00
Blands Bay	Blands Bay Community Hall	13 December 2022	09:00-16:00
Veldrift	Noordhoek Civic	14 December 2022	09:00-16:00
Vredenberg	Wittekop Community Hall	15 December 2022	09:00-16:00
Sandy Point	St Helena Bay Community Hall	13 December 2022	09:00-16:00
Stompneus Bay/Duykers Island/Columbine			
Steenberg Cove	Steenberg Cove Community Hall	13 December 2022	09:00-16:00
Laingville/West Point	Laingville Sports Club house	14 December 2022	09:00-16:00
Patemaster	Patemaster Community Hall	15 December 2022	09:00-16:00
Saldanha (white city)		08 December 2022	09:00-16:00

WEST COAST REGION			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Saldanha Diaz Vile	White City Multi-purpose centre		
Hopfield	Hopfield Community Hall	08 December 2022	09:00-16:00
Langebaan	Langebaan Thrusang Centre	07 December 2022	09:00-16:00
Yzerfontein	Yzerfontein Community Hall	07 December 2022	09:00-16:00
Darling	Darling Community Hall	09 December 2022	09:00-16:00
Morre	Morre Moravian Church Hall	06 December 2022	09:00-16:00
Blouberg	Melkbos Country Club	06 December 2022	09:00-16:00
Allanits	Saxon Sea Primary School Hall	06 December 2022	09:00-16:00

For more information, please contact: 021 402 3614.

Figure 6-1: Mobilization for Receipting – New poster



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

## 7 RECEIPTING

### 7.1 OVERVIEW

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

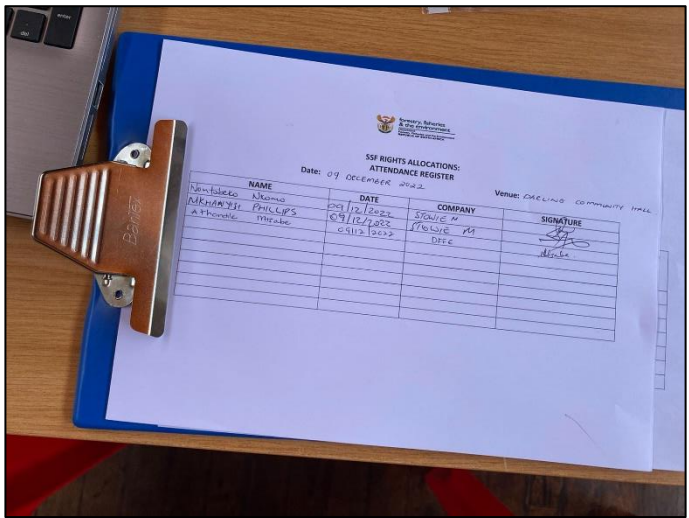
**Table 7-1: Receipting - Planned start vs Actual start**

ITEM	DESCRIPTION
<b>Venue</b>	Darling Community Hall
<b>Original Planned Start Date</b>	01/11/2022
<b>Updated Planned Start Date</b>	09/12/2022
<b>Actual Start Date</b>	09/12/2022
<b>Data collector</b>	Athandile – DFFE  The observer cancelled last minute.
<b>Effect on applicants</b>	The project is delayed according to the original start date which means that the applicants will have to wait longer to know the outcome of the process and whether they will be receiving a permit.  The delay was caused by fisher representing organisations requesting to have more time for the fishers to fill in the forms.
<b>Additional Comments</b>	Due the fisher organisations requests to move the receipting dates later, DFFE implemented a mobilisation for receipting process whereby they went to the area and put-up new posters indicating the new dates. The above “Updated Start Date” refers to the new start date according to the updated dates.

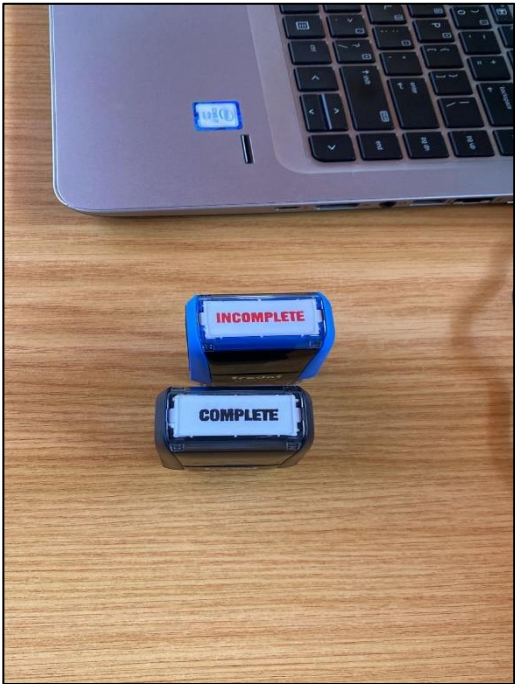
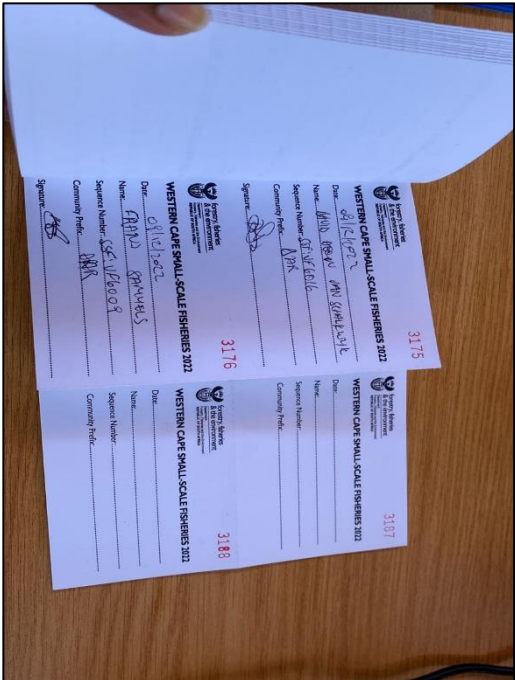
## 7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL


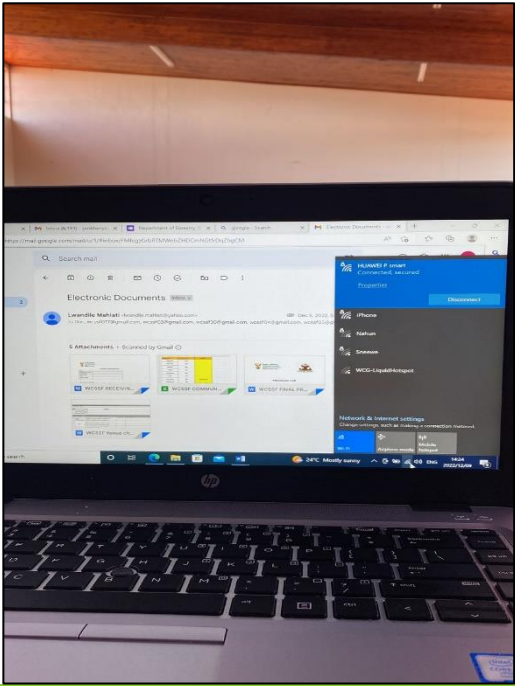
This section presents the questions asked to the observers via WhatsApp and captures their responses in a table format.

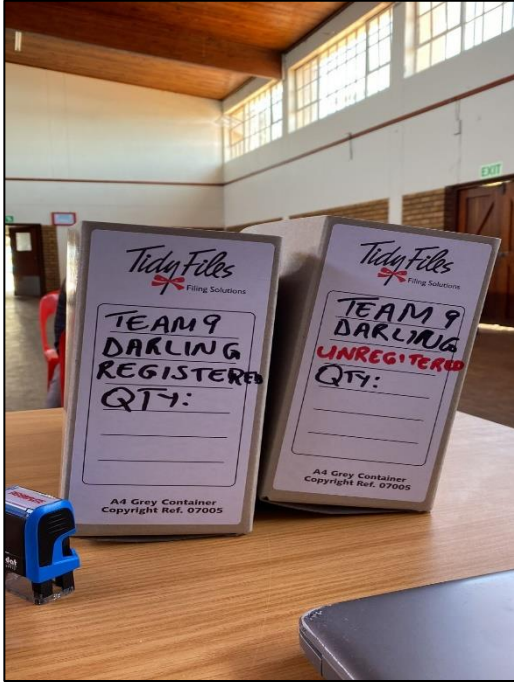
**Table 7-2: Receipting - Criteria to be met**

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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
4	Is there an attendance register for the fishers to sign?	Yes	
5	Are there electronic and paper copies of the registered fishers?	Yes	See above item 4 for the paper copies
6	Is there an electronic checklist?	Yes	

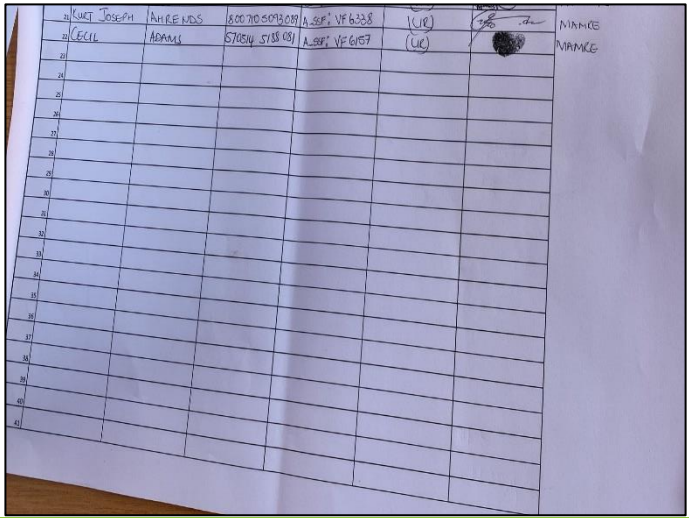
#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
7	Is there a stamp pad for complete or incomplete forms?	Yes	
8	Are there receipt books?	Yes	

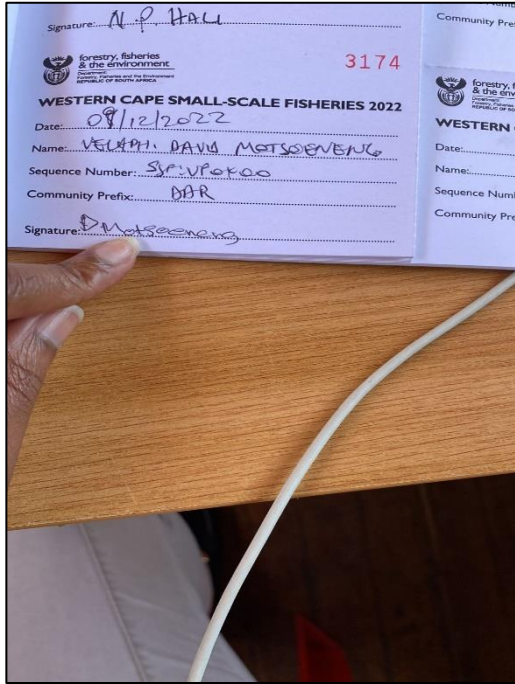
#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
9	Are there laptops set up?	Yes	
10	Do the laptops have internet connection? (Ask the laptop operator to open google)	Yes	
11	Is there a video camera set up?	No	N/A

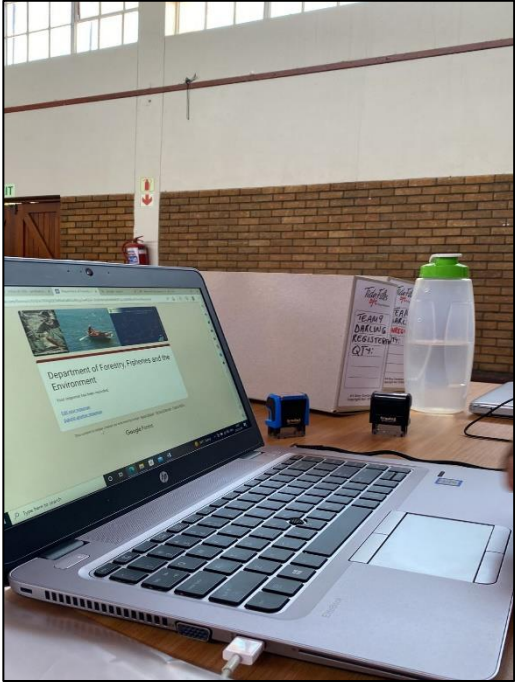
#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
12	Are there clearly labelled boxes for storing the applications?	Yes	
13	Has the service provider explained the procedure of the day to the fishers?	Yes	N/A
14	Are fishers being guided to data capturers?	Yes	N/A
15	Are the data capturers friendly?	Yes	N/A




#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
16	Are fishers' forms being marked with a big "R" if they are registered on the database?	No	
17	Are the data capturers going through the applications to ensure that they are complete?	Yes	

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
18	Are the data capturers adding a thumbprint where applicants have not signed?	Yes	
19	Are the data capturers filling in the electronic checklist?	Yes	N/A
20	Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers' forms after checking them?	Yes	See above item 17
21	Are data capturers completing the first part of the fisher's application forms?	Yes	See above item 17

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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
24	Are the data capturers placing the stapled documentation in the labelled box next to them?	Yes	 <p data-bbox="703 1059 1385 1160">It can be seen that there are boxes next to the laptops to place the application, in this picture however, applications cannot be seen.</p>
25	Are there Stowie-M and DFFE team leaders assisting and explaining to the fishers how the process work and facilitating any questions?	Yes	N/A

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

### 7.3 WHATSAPP MESSAGES

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

**Table 7-3: Receipting - WhatsApp**

2022/11/29, 17:14 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.

2022/11/29, 17:14 - You created group "Darling Receipting "

2022/11/30, 10:20 - You added Sindisa Sigam

2022/12/09, 08:41 - Fritz - Delta BEC: Good morning, Team

This venue doesn't have an OF member, she confirmed his cancelation. @27714140671 can you please allocate us with a DFFE member that can help us today. Thanks in advance.

Kind regards

2022/12/09, 10:10 - Isaac - Delta BEC: @27714140671 Please do not forget to allocate us an official here. thanks in advance

2022/12/09, 11:32 - Sindisa Sigam: Athandile DFFE.vcf (file attached)

2022/12/09, 11:33 - Athandile DFFE joined using your invite

2022/12/09, 11:43 - Isaac - Delta BEC: Hi Observer Team, thank you for serving your community by agreeing to observe today. This group will be used for communication regarding the venue Darling Community Hall, and the receipting process taking place here today. We will be asking a series of "Yes"/"No" questions, please answer them when prompted. In between the questions we will be asking for photos and being given an 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 to rectify or address the concern as soon as possible.

2022/12/09, 11:44 - Isaac - Delta BEC: 2.1 Was the venue opened at 08:30?

2022/12/09, 11:44 - Athandile DFFE: No. The hall was open at 09:00 - sharp.

2022/12/09, 11:45 - Isaac - Delta BEC: 2.2 Is there an attendance register for the DFFE team and observer forum?

2022/12/09, 12:07 - Athandile DFFE: Loadshedding in Darling

2022/12/09, 12:07 - Isaac - Delta BEC: Ok

2022/12/09, 12:07 - Athandile DFFE: Yes

2022/12/09, 12:07 - Athandile DFFE: Picture is still loading

2022/12/09, 13:55 - Isaac - Delta BEC: @27731058713 what time is the power coming back?

2022/12/09, 14:04 - Athandile DFFE: IMG-20221209-WA0099.jpg (file attached)

2022/12/09, 14:04 - Isaac - Delta BEC: 2.3 Have you signed the attendance register? (Send a Photo of the register you signed)

2022/12/09, 14:05 - Athandile DFFE: Signed register.

2022/12/09, 14:10 - Isaac - Delta BEC: 2.4 Is there an attendance register for the fishers to sign?

2022/12/09, 14:10 - Athandile DFFE: Yes

2022/12/09, 14:11 - Athandile DFFE: IMG-20221209-WA0100.jpg (file attached)

2022/12/09, 14:11 - Isaac - Delta BEC: 2.5 Are there electronic and paper copies of the registered fishers?

2022/12/09, 14:14 - Athandile DFFE: Yes. Paper copy used is pre-populated register above.

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

2022/12/09, 14:17 - Athandile DFFE: Yes.

2022/12/09, 14:18 - Isaac - Delta BEC: 2.7 Is there a stamp pad for complete or incomplete forms?

2022/12/09, 14:18 - Athandile DFFE: IMG-20221209-WA0101.jpg (file attached)

Will be fully populated after the course of today.

2022/12/09, 14:19 - Isaac - Delta BEC: 2.7 Is there a stamp pad for complete or incomplete forms?

2022/12/09, 14:19 - Athandile DFFE: Yes

2022/12/09, 14:19 - Athandile DFFE: IMG-20221209-WA0103.jpg (file attached)

2022/12/09, 14:20 - Isaac - Delta BEC: 2.8 Are there receipt books?

2022/12/09, 14:20 - Athandile DFFE: Yes

2022/12/09, 14:20 - Athandile DFFE: IMG-20221209-WA0105.jpg (file attached)

2022/12/09, 14:21 - Isaac - Delta BEC: 2.9 Are there laptops set up?

2022/12/09, 14:21 - Athandile DFFE: Yes

2022/12/09, 14:22 - Isaac - Delta BEC: May I have a picture?

2022/12/09, 14:22 - Athandile DFFE: IMG-20221209-WA0107.jpg (file attached)

Yes one laptop setup - we have one suitable data capturer this side.

2022/12/09, 14:23 - Isaac - Delta BEC: 2.10 Do the laptops have internet connection?  
(Ask the laptop operator to open google)

2022/12/09, 14:24 - Athandile DFFE: Yes

2022/12/09, 14:24 - Isaac - Delta BEC: May I have a picture?

2022/12/09, 14:24 - Athandile DFFE: IMG-20221209-WA0113.jpg (file attached)

2022/12/09, 14:25 - Isaac - Delta BEC: 2.11 Is there a video camera set up?

2022/12/09, 14:26 - Athandile DFFE: No. Not setup

Camera has problems.

2022/12/09, 14:27 - Isaac - Delta BEC: 2.12 Are there clearly labelled boxes for storing  
the applications?

2022/12/09, 14:28 - Athandile DFFE: Yes

2022/12/09, 14:29 - Athandile DFFE: IMG-20221209-WA0115.jpg (file attached)

2022/12/09, 14:29 - Isaac - Delta BEC: 2.13 Has the service service provider explained  
the procedure of the day to the fishers?

2022/12/09, 14:30 - Athandile DFFE: Yes. On arrival.

They are taken through the procedure as they come

2022/12/09, 14:30 - Isaac - Delta BEC: 2.14 Are fishers being guided to data capturers?

2022/12/09, 14:31 - Athandile DFFE: Yes

2022/12/09, 14:31 - Isaac - Delta BEC: 2.15 Are the data capturers friendly?

2022/12/09, 14:31 - Athandile DFFE: Yes.

Very friendly.



2022/12/09, 14:31 - Isaac - Delta BEC: 2.16 Are fishers forms being marked with a big "R" if they are registered on the database?

2022/12/09, 14:32 - Athandile DFFE: IMG-20221209-WA0116.jpg (file attached)

No.

2022/12/09, 14:32 - Isaac - Delta BEC: 2.17 Are the data capturers going through the applications to ensure that they are complete?

2022/12/09, 14:32 - Athandile DFFE: They only put UR on unregistered

2022/12/09, 14:33 - Isaac - Delta BEC: 2.18 Are the data capturers adding a thumbprint where applicants have not signed?

2022/12/09, 14:33 - Athandile DFFE: Yes

2022/12/09, 14:33 - Athandile DFFE: Yes.

One person

2022/12/09, 14:34 - Athandile DFFE: From Mamre Fishing Community

2022/12/09, 14:34 - Isaac - Delta BEC: May I have a picture?

2022/12/09, 14:34 - Athandile DFFE: IMG-20221209-WA0117.jpg (file attached)

2022/12/09, 14:34 - Isaac - Delta BEC: 2.19 Are the data capturers filling in the electronic checklist?

2022/12/09, 14:35 - Athandile DFFE: As mentioned before that it will be done after.

2022/12/09, 14:36 - Athandile DFFE: So it's not filled in yet.

2022/12/09, 14:36 - Athandile DFFE: IMG-20221209-WA0120.jpg (file attached)

2022/12/09, 14:36 - Isaac - Delta BEC: 2.20 Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it?

2022/12/09, 14:37 - Athandile DFFE: IMG-20221209-WA0122.jpg (file attached)

2022/12/09, 14:38 - Athandile DFFE: Yes

2022/12/09, 14:41 - Isaac - Delta BEC: 2.21 Are data capturers completing the first part of the fishers application forms?

2022/12/09, 14:43 - Athandile DFFE: Yes the first page for official use is filled in by the data capturer

2022/12/09, 14:43 - Athandile DFFE: IMG-20221209-WA0125.jpg (file attached)

2022/12/09, 14:45 - Isaac - Delta BEC: 2.22 Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.

2022/12/09, 14:47 - Athandile DFFE: IMG-20221209-WA0127.jpg (file attached)

Yes

2022/12/09, 14:48 - Isaac - Delta BEC: 2.23 Are the data capturers stapling all the fishers documentation?

2022/12/09, 14:49 - Athandile DFFE: Yes.

2022/12/09, 14:50 - Isaac - Delta BEC: 2.24 Are the data captureres placing the stapled documentaion in the labelled box next to them?

2022/12/09, 14:51 - Athandile DFFE: IMG-20221209-WA0128.jpg (file attached)

Yes

2022/12/09, 16:03 - Isaac - Delta BEC: Did the venue close at 16:00?

2022/12/09, 16:05 - Athandile DFFE: IMG-20221209-WA0132.jpg (file attached)

Darling - tidied up and Closed

2022/12/09, 16:06 - Isaac - Delta BEC: @27731058713 thank you very much for you assistance today. Have a pleasant weekend.

## 7.4 ISSUES RAISED

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

ISSUE RAISED	SORTED OUT ON THE DAY YES/NO
The hall opened at 09:00	N/A
No video camera, it was noted that the video camera was giving problems	No
Applications were not marked with an "R" if they were register, only a "UR" if unregistered	No

## 8 VERIFICATION

### 8.1 OVERVIEW

The verification process is where the DFFE team goes through each application to assess whether they are successful or not. The successful applicants then get placed on a list, whereas the unsuccessful applicants will receive reason of decision (RoD) letters and get the opportunity to appeal.

The protocol that the DFFE team issued to be followed was initially changed in January 2023. The updated protocol indicates that there will no longer be a moderation team and that there will only be assessment and quality control teams.

The DFFE noted that they have set out two weeks to complete the verification process and issue the successful applicants list. It should be noted that the DFFE team was not able to complete the verification process in the timeframe they had initially set out to.

Initially, the DFFE was going to have 3 teams to assess applications. On the day the process commenced, the DFFE indicated that they would have 6 teams.

### 8.2 OBSERVER FORUM INVOLVEMENT

DFFE specifically noted that they would prefer to have Delta BEC employees as observers due to the sensitive nature of the information that is being reviewed. Due to budgetary constraints, the Delta BEC is unable to observe after 10 February 2023.

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

### 8.3 ASSESSMENT TEAM

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

**Table 8-1: Verification– Overview**

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

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

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

**Table 8-1: Verification - Criteria to be met**

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

DATE	TEAM	OBSERVER	ATTENDANCE*	CHECKING COMPLETENESS*	IS THE ASSESSMENT TEAM MARKING THE VERIFICATION FORMS AS EITHER "COMPLETE" OR "INCOMPLETE"?	SUCCESSFUL OR UNSUCCESSFUL*	RESERVED APPLICATIONS*	IS THE ASSESSMENT TEAM PROVIDING DETAILED REASONS FOR THE OUTCOMES OF THE APPLICATIONS?	IS THE ASSESSMENT TEAM CAPTURING ALL INFORMATION AND OUTCOMES ON AN ELECTRONIC DATABASE FOR EVERY APPLICANT, COMMUNITY AND REGION?
		ZUKISWA MNGQOLO							
08-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
09-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
10-FEB-23	TEAM 1A	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES
	TEAM 1B	ZUKISWA MNGQOLO	NO	YES	YES	YES	YES	YES	YES

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

	<ul style="list-style-type: none"> <li>• SA citizen</li> <li>• 18 years or older</li> <li>• At least 10 years accumulative experience</li> <li>• Majority of livelihood should be dependent on small scale fishing</li> </ul>
*Reserved applications	Where the assessment team is unable to make a decision whether a verification form is "complete"/"incomplete" or "successful"/"unsuccessful", are they marking those applications as "Reserved"?

### 8.3.1.1 Issues

Table 8-2: Comments and Issues

#	DATE	TEAM	COMMENTS/ISSUES
01	25 JAN 2023	TEAM 1, 2, 3	<ul style="list-style-type: none"> <li>• The team did not get through the 50 pilot applications as planned. Going through the applications took a lot longer than expected and the team only got through 4.</li> </ul> <p>The team discussed potentially difficult scenarios and agreed on how to move forward from them, this was noted on a documented by DFFE.</p>
02	26 JAN 2023	TEAM 1, 2, 3	There was no space for the teams to mark an application either "Complete" or "Incomplete". The observer forum raised this, and Abongile made the adjustment on the google forms.
03	02 FEB 2023	TEAM 1, 2, 3	The team agreed to go through all the applications that were previously marked as unsuccessful. The review of these applications came about due to the change in the "issues to consider" document. The changes came about during a plenary meeting.
04	06 FEB 2023	TEAM 1A	No FCDW present
05	06 FEB 2023	TEAM 1B	No FCDW present
06	07 FEB 2023	TEAM 1A	No FCDW present
07	07 FEB 2023	TEAM 1B	No FCDW present
08	08 FEB 2023	TEAM 1A	No FCDW present
08	08 FEB 2023	TEAM 1B	No FCDW present
09	09 FEB 2023	TEAM 1A	No FCDW present
10	09 FEB 2023	TEAM 1B	No FCDW present
11	10 FEB 2023	TEAM 1A	No FCDW present
12	10 FEB 2023	TEAM 1B	No FCDW present



8.3.2 DATA COLLECTED:

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

Table 8-3: Verification - Data collected

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

8.3.2.1 Attendance register

DELTA ATTENDANCE REGISTER				DELTA ATTENDANCE REGISTER			
CLIENT NAME		Department of Environment, Forestry and Fisheries		DATE		26.01.2023	
PROJECT NAME		Rights Allocation Process		TIME		10:30	
MEETING TYPE		Assessment Meeting					
VENUE		Offshore Building DFFE / 5th Floor Foretrust Building					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE			
Name	Phivane Joseph	Email	Phivane@dffe.gov.za				
Company	DFFE	Mobile	078 284 109				
Designation	FCDW	Office	CPT				
Name	Kuan Truskey	Email	ktruskey@gmail.com				
Company	STOWIE M. SECRETARIAT	Mobile	067 030 3801				
Designation	SECRETARIAT	Office	CPT				
Name	Riaan Hendricks	Email	riaanh101@gmail.com				
Company	DFFE	Mobile	071546754				
Designation	FCDW	Office	CPT				
Name	Bernice Ntsho	Email	bernice@offe.gov.za				
Company	DFFE	Mobile	083 227 5827				
Designation	ND	Office	CPT				
Name	UZUBENATHI DUBEWA	Email	uzubena@dffe.gov.za				
Company	DFFE : SSFM	Mobile	083 266 7994				
Designation	SA	Office	CPT				

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

DELTA ATTENDANCE REGISTER				DELTA ATTENDANCE REGISTER			
CLIENT NAME		Department of Environment, Forestry and Fisheries		DATE		27.01.2023	
PROJECT NAME		Rights Allocation Process		TIME		08:35	
MEETING TYPE		Assessment meeting					
VENUE		Foretrust Building 5th Floor Boardroom					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE			
Name	Jukiswa Mngqolo	Email	mzmngqolo@yahoo.com				
Company	Delta BEC	Mobile	083 8687158				
Designation	Observer	Office	CT				
Name	Bernice Ntsho	Email	bernice@dffe.gov.za				
Company	DFFE	Mobile	083 227 5827				
Designation	SA	Office	CT				
Name	Kuan Truskey	Email	ktruskey@gmail.com				
Company	STOWIE M. SECRETARIAT	Mobile	067 030 3801				
Designation	SECRETARIAT	Office	CT				
Name	Phivane Joseph	Email	Phivane@dffe.gov.za				
Company	DFFE	Mobile	078 284 109				
Designation	FCDW	Office	CT				
Name	Riaan Hendricks	Email	riaanh101@gmail.com				
Company	DFFE	Mobile	071546754				
Designation	FCDW	Office	CT				

Figure 8-2: Verification - 27/01/2023 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	30.01.2023		
PROJECT NAME	Rights Allocation Process	TIME	10:120		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom 1				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Dusiso Mngqalo	Email	msmngqalo		
Company	Delta BEC	Mobile	0838688158		
Designation	Observer	Office	CPT		<i>[Signature]</i>
Name	Kwan Tauseky	Email	kwantauseky@gmail.com		
Company	STONE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		<i>[Signature]</i>
Name	Bontuwa Chakau-Nxusani	Email	B.Chakau@gmail.com		
Company	DFG	Mobile	082 672 0777		
Designation	FCDW - Technical Team	Office	Mossie Bay		<i>[Signature]</i>
Name	Phisofo Nkomo	Email	phisofo.nkomo@effe.gov.za		
Company	DFFE	Mobile	083 870 8900		
Designation	Secretary	Office	P. Edmond		<i>[Signature]</i>

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30.01.2023		
PROJECT NAME	Rights Allocation Process	TIME	10:41		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Riaan Hendricks	Email	Riaan.h101@gmail.com		
Company	DFFE	Mobile	0717546784		
Designation	CPT FCDW	Office			<i>[Signature]</i>
Name	Luyanda Tuko	Email	Ltuko@dfpe.gov.za		
Company	DFFE (SSFM)	Mobile	0835183016		
Designation	ASSISTANT DIRECTOR	Office			<i>[Signature]</i>
Name	Andiswa Ntshona	Email	antsh@dfpe.gov.za		
Company	DFFE	Mobile	0636160085		
Designation	Deputy	Office			<i>[Signature]</i>
Name	Dusiso Mngqalo	Email	msmngqalo@yahoo.com		
Company	Delta BEC	Mobile	083 8688 158		
Designation	Observer	Office	CPT		<i>[Signature]</i>
Name	Kwan Tauseky	Email	kwantauseky@gmail.com		
Company	STONE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		<i>[Signature]</i>

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31.01.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:20		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Kwan Tauseky	Email	kwantauseky@gmail.com		
Company	STONE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		<i>[Signature]</i>
Name	Bontuwa Nkomo	Email	bontuwa.nkomo		
Company	DFFE	Mobile			
Designation	Deputy	Office	CPT		<i>[Signature]</i>
Name	Phisofo Nkomo	Email	phisofo.nkomo@effe.gov.za		
Company	DFFE	Mobile	083 870 8900		
Designation	Secretary	Office	P. Edmond		<i>[Signature]</i>
Name	Bontuwa Chakau-Nxusani	Email	B.Chakau@dfpe.gov.za		
Company	DFG	Mobile	082 672 0777		
Designation	FCDW - Technical Support	Office	Mossie Bay		<i>[Signature]</i>
Name	Uzibonathi Dubeza	Email	uzibonathi@dfpe.gov.za		
Company	DFFE (SSFM)	Mobile	086 266 7974		
Designation	SAC	Office	CPT		<i>[Signature]</i>

Figure 8-5: Verification - 31/01/2023 Team 1A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	08:16		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building, 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ANITA NOLA	Email	anita@dfpe.gov.za		
Company	DFPE - SSFM	Mobile	069610085		
Designation	DRIVER	Office			
Name	Bonkele Nkomo	Email	Bnkomo@dfpe.gov.za		
Company	DFPE - SSFM	Mobile	071 752 1516 / 071 350 2278		
Designation	ADMINISTRATOR	Office			
Name	Luyanda Tshoko	Email	L.Tshoko@dfpe.gov.za		
Company	DFPE - SSFM	Mobile	0835183016		
Designation	Asst. Team Leader	Office			
Name	Riaan Hendricks	Email	Rhendricks@dfpe.gov.za		
Company	DFPE - SSFM	Mobile	071 752 1516		
Designation	TECH. SUPPORT	Office			
Name	Juziswo Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Delta BEC	Mobile	053 26 88158		
Designation	Observer	Office	CPT		

Figure 8-6: 31/01/2023 Team 1B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	08:05		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building, 5th Floor Boardroom SA				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Bonkele Nkomo	Email	Bnkomo@dfpe.gov.za		
Company	DFPE	Mobile	071 752 1516		
Designation	Asst.	Office			
Name	Kuan Tshesey	Email	K.Tshesey@gmail.com		
Company	SECRETARIAT	Mobile	067 030 3801		
Designation	SECRETARIAT	Office	CPT		
Name	Juziswo Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Delta BEC	Mobile	053 26 88158		
Designation	Observer	Office	CPT		
Name	Bonkele Chakama Nkomo	Email	B.Chakama@dfpe.gov.za		
Company	DFPE	Mobile	082 672 0777		
Designation	DFPE - TECHNICAL MEMBER	Office	DFPE		
Name	Bonkele Nkomo	Email	Bnkomo@dfpe.gov.za		
Company	DFPE	Mobile			
Designation	Observer	Office	CPT		

Figure 8-7: Verification - 01/02/2023 Team 1A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01-02-2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building, 5th Floor Boardroom SA				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Kuan Tshesey	Email	K.Tshesey@gmail.com		
Company	SECRETARIAT	Mobile	067 030 3801		
Designation	SECRETARIAT	Office	CPT		
Name	Bonkele Nkomo	Email	Bnkomo@dfpe.gov.za		
Company	DFPE	Mobile	071 752 1516		
Designation	Asst.	Office			
Name	Juziswo Mngqolo	Email	m.mngqolo@yahoo.com		
Company	Delta BEC	Mobile	053 26 88158		
Designation	Observer	Office	CPT		
Name	Luyanda Tshoko	Email	L.Tshoko@dfpe.gov.za		
Company	DFPE	Mobile	0835183016		
Designation	Assistant Team leader	Office			
Name	Bonkele Nkomo	Email	Bnkomo@dfpe.gov.za		
Company	DFPE	Mobile	071 752 1516		
Designation	Administrator	Office			

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

DELTA <small>built environment consultants</small>				forestry, fisheries & the environment <small>Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA</small>			
CLIENT NAME		Department of Environment, Forestry and Fisheries	DATE	02-02-2023			
PROJECT NAME		Rights Allocation Process	TIME	10:30			
MEETING TYPE		Assessment Process - Team 1A					
VENUE		Foretrust Building 5th Floor Boardroom 5A					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE			
Name	Jusiso Mngqolo	Email	msmngqolo@yahoo.com				
Company	Delta BEC	Mobile	0838688158				
Designation	Observer	Office	CPT				
Name	Uzubenathi Dukuwe	Email	udukuwe@dffe.gov.za				
Company	DFFE : SSFM	Mobile	083 266 7994				
Designation	SAC	Office	CPT				
Name	Bonco Mkhisi	Email	bmkhisi@dffe.gov.za				
Company	DFFE	Mobile					
Designation	Lower	Office	CPT				
Name	Bonhelo Chukana-Mupani	Email	BChukana@dffe.gov.za				
Company	DFFE	Mobile	082 692 0777				
Designation	Technical Member	Office	Massiel Bay				
Name	Kuan Trusek	Email	kuantrusek@gmail.com				
Company	Stonie M.	Mobile	067 030 3801				
Designation	Secretary	Office	CPT				

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

DELTA <small>built environment consultants</small>				forestry, fisheries & the environment <small>Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA</small>			
CLIENT NAME		Department of Environment, Forestry and Fisheries	DATE	02-02-2023			
PROJECT NAME		Rights Allocation Process	TIME	10:30			
MEETING TYPE		Assessment Process - Team 1B					
VENUE		Foretrust Building 5th Floor Boardroom 5A					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE			
Name	Jusiso Mngqolo	Email	msmngqolo@yahoo.com				
Company	Delta BEC	Mobile	0838688158				
Designation	Observer	Office	CPT				
Name	Bonhelo Mupani	Email	BChukana@dffe.gov.za				
Company	DFFE	Mobile	071 920 1516				
Designation	Administrative	Office					
Name	Riaan Hendricks	Email	Rhendricks@dffe.gov.za				
Company	DFFE	Mobile	0717546754				
Designation	TECH SUPP	Office					
Name	Andiswa Noko	Email	ANoko@dffe.gov.za				
Company	DFFE	Mobile	063 616 0085				
Designation	Dir.	Office					
Name	Kuan Trusek	Email	kuantrusek@gmail.com				
Company	Stonie M.	Mobile	067 030 3801				
Designation	Secretary	Office	CPT				

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

DELTA <small>built environment consultants</small>				forestry, fisheries & the environment <small>Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA</small>			
CLIENT NAME		Department of Environment, Forestry and Fisheries	DATE	03-02-2023			
PROJECT NAME		Rights Allocation Process	TIME	08:15			
MEETING TYPE		Assessment Process - Team 1A					
VENUE		Foretrust Building 5th Floor Boardroom 5A					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE			
Name	Jusiso Mngqolo	Email	msmngqolo@yahoo.com				
Company	Delta BEC	Mobile	0838688158				
Designation	Observer	Office	CPT				
Name	Kuan Trusek	Email	kuantrusek@gmail.com				
Company	Stonie M.	Mobile	067 030 3801				
Designation	Secretary	Office	CPT				
Name	Prince Mhambeni	Email	Pmthambeni@dffe.gov.za				
Company	DFFE	Mobile	083 870 6950				
Designation	Admin	Office	087 211 0023				
Name	Bonhelo Chukana-Mupani	Email	BChukana@dffe.gov.za				
Company	DFFE	Mobile	082 692 0777				
Designation	Lower - Technical Member	Office	Massiel Bay				
Name	Uzubenathi Dukuwe	Email	udukuwe@dffe.gov.za				
Company	DFFE	Mobile	083 266 7994				
Designation	SAC	Office	CPT				

Figure 8-11: Verification - 03/02/2023 Team 1A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08.02.2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME		Name	Riaan Hendriks
MEETING TYPE	Assessment Process - Team 1B			Company	DFE
VENUE	Foretrust Building 5th Floor Boardroom 5A			Designation	Tech. Supp.
CONTACT INFORMATION		SIGNATURE		Name	
Name	Juriso Mngqolo	Email	m.mngqolo@yona.com	Company	
Company	Delta BEC	Mobile	083888158	Designation	
Designation	Observer	Office	CPT	Name	
Name	KIAN TRUSKEY	Email	k.truskey@gmail.com	Company	
Company	STOWIE M	Mobile	067 030 3801	Designation	
Designation	SECRETARY	Office	CPT	Name	
Name	ANOSWA NATA	Email	anoswa@dffe.gov.za	Company	
Company	DFE	Mobile	083610085	Designation	
Designation	DEIVER	Office	CPT	Name	
Name	BONISO NEMO	Email	b.nemo@dffe.gov.za	Company	
Company	DFE	Mobile	071 752 1511	Designation	
Designation	ADMINISTRATOR	Office		Name	
Name	Luyanda Tuko	Email	L.Tuko@dffe.gov.za	Company	
Company	DFE	Mobile	0825183016	Designation	
Designation	NEW TEAM LEADER	Office		Name	
				Company	
				Designation	

Figure 8-12: Verification - 03/02/2023 Team 1B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06.02.2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME	05:09	Name	KIAN TRUSKEY
MEETING TYPE	Assessment Process - Team 1A			Company	STOWIE M
VENUE	Foretrust Building 5th Floor Boardroom			Designation	SECRETARY
CONTACT INFORMATION		SIGNATURE		Name	
Name	Juriso Mngqolo	Email	m.mngqolo@yona.com	Company	
Company	Delta BEC	Mobile	083888158	Designation	
Designation	Observer	Office	CPT	Name	
Name	Phisofo Nkomo	Email	Phisofo@yona.com	Company	
Company	DFE	Mobile	074 772 4555	Designation	
Designation	ADMIN	Office	A. Edvard	Name	
Name	BONISO NEMO	Email	B.Nemo@dffe.gov.za	Company	
Company	DFE	Mobile	082 672 0777	Designation	
Designation	TECHNICAL MANAGER	Office	MOSSEL BAY	Name	
Name	Uchabonathi Dubeza	Email	u.dubeza@dffe.gov.za	Company	
Company	DFE:SSFM	Mobile	083 266 7994	Designation	
Designation	SAC	Office	CPT	Name	
Name	BONISO NEMO	Email	b.nemo@dffe.gov.za	Company	
Company	DFE	Mobile	074 772 4555	Designation	
Designation	ADMIN	Office	CPT	Name	
				Company	
				Designation	

Figure 8-13: Verification - 06/02/2023 Team 1A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:27		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ANOSWA NOKA	Email	anoswa@dffe.gov.za		ANOKA
Company	DFFE - 55FM	Mobile	0636100086		
Designation	DRIVER	Office			
Name	BONHONO NOKO	Email	Bnoko@dffe.gov.za		BN
Company	DFFE - 55FM	Mobile	071 950 1516		
Designation	Administrator	Office			
Name	Luyanda Tuko	Email	L.Tuko@dffe.gov.za		L.Tuko
Company	DFFE	Mobile	0835183016		
Designation	ASS TEAM LEADER	Office			
Name	ZUKISO MNGGALO	Email	mnmnggalo@yahoo.com		Z.Mnggalo
Company	Ouro BEC	Mobile	083888158		
Designation	observer	Office	CPT		
Name	KWEN TRUSKEY	Email	kwtruskey@gmail.com		KWEN
Company	STOWIE M	Mobile	067 030 3801		
Designation	SECRETARY	Office	CPT		

Figure 8-14: Verification - 06/02/2023 Team 1B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:15		
MEETING TYPE	Assessment meeting process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Bonono Noko	Email	Bnoko@dffe.gov.za		BN
Company	DFFE	Mobile	071 950 1516		
Designation	Admin	Office	CPT		
Name	Phisoale Mkhambane	Email	Phisoale@dffe.gov.za		Phisoale
Company	DFFE	Mobile	083 870 8950		
Designation	Admin	Office	889 311 1003		
Name	UJIBENATHE DUVULA	Email	uduvula@dffe.gov.za		U.Duvula
Company	DFFE	Mobile	083 246 7998		
Designation	SAC	Office	CPT		
Name	ZUKISO MNGGALO	Email	mnmnggalo@yahoo.com		Z.Mnggalo
Company	Ouro BEC	Mobile	083 888 158		
Designation	observer	Office	CPT		
Name	ZUKISA MNGGALO	Email	wccs@oou@gmail.com		Z.Mnggalo
Company	STOWIE-M	Mobile	079 460 290		
Designation	SECRETARIA	Office			

Figure 8-15: Verification - 07/02/2023 Team 1A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:16		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ZUKISO MNGGALO	Email	mnmnggalo@yahoo.com		Z.Mnggalo
Company	Ouro BEC	Mobile	083 888 158		
Designation	observer	Office	CPT		
Name	ZUKISA MNGGALO	Email	wccs@oou@gmail.com		Z.Mnggalo
Company	STOWIE-M	Mobile	079 460 290		
Designation	SECRETARIA	Office			
Name	Luyanda Tuko	Email	L.Tuko@dffe.gov.za		L.Tuko
Company	DFFE	Mobile	0835183016		
Designation	ASS TEAM LEADER	Office			
Name	BONHONO NOKO	Email	Bnoko@dffe.gov.za		BN
Company	DFFE	Mobile	071 950 1516		
Designation	Administrator	Office			
Name	ANOSWA NOKA	Email	anoswa@dffe.gov.za		ANOKA
Company	DFFE	Mobile	0636100086		
Designation	DRIVER	Office			

Figure 8-16: Verification - 07/02/2023 Team 1B Attendance Register

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Forestrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiswa Mngqalo	Email	msmngqalo@yahoo.com		Z. Mngqalo
Company	Delta BEC	Mobile	083 8688158		
Designation	Observer	Office	CPT		
Name	Pheleke Mhambeni	Email	Pmhambeni@dfpe.gov.za		P. Mhambeni
Company	DFPE	Mobile	033 770 3710		
Designation	Admin / Sec	Office	U. F. Rindani		
Name	Uzoberehlo Dubezi	Email	udubezi@dfpe.gov.za		U. Dubezi
Company	DFPE	Mobile	083 266 7994		
Designation	SAC	Office	CPT		
Name	Samuel Moko	Email	smoko@dfpe.gov.za		S. Moko
Company	DFPE	Mobile	072 279 5877		
Designation	Admin	Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-17: Verification - 08/02/2023 Team 1A Attendance Register

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Forestrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Luyemela Tsho	Email	Luyemela@dfpe.gov.za		L. Tsho
Company	DFPE	Mobile	083 5152610		
Designation	Assist Team Leader	Office			
Name	Kean Tsheshe	Email	Ktsheshe@gmail.com		K. Tsheshe
Company	STOWIE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		
Name	Bombani Hlomo	Email	Bhlomo@dfpe.gov.za		B. Hlomo
Company	DFPE	Mobile	071 752 1544		
Designation	Administrator	Office			
Name	ANDISWA NOJA	Email	anoja@dfpe.gov.za		A. Noja
Company	DFPE	Mobile	063610015		
Designation	DRIVER	Office			
Name	Zukiswa Mngqalo	Email	msmngqalo@yahoo.com		Z. Mngqalo
Company	Delta BEC	Mobile	083 8688158		
Designation	Observer	Office	CPT		

Figure 8-18: Verification - 08/02/2023 Team 1B Attendance Register

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Verification Process - Team 1A				
VENUE	Forestrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Zukiswa Mngqalo	Email	msmngqalo@yahoo.com		Z. Mngqalo
Company	Delta BEC	Mobile	083 8688158		
Designation	Observer	Office	CPT		
Name	Pheleke Mhambeni	Email	Pmhambeni@dfpe.gov.za		P. Mhambeni
Company	DFPE	Mobile	033 770 3710		
Designation	Admin / Sec	Office	U. F. Rindani		
Name	Kean Tsheshe	Email	Ktsheshe@gmail.com		K. Tsheshe
Company	STOWIE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		
Name	Uzoberehlo Dubezi	Email	udubezi@dfpe.gov.za		U. Dubezi
Company	DFPE	Mobile	083 266 7994		
Designation	SAC	Office	CPT		
Name	Samuel Moko	Email	smoko@dfpe.gov.za		S. Moko
Company	DFPE	Mobile	072 279 5877		
Designation	Admin	Office	CPT		

Figure 8-19: Verification - 09/02/2023 Team 1A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09.02.2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment meeting/process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Jurkwa Mngqolo	Email	ms.mngqolo@ya.noo.com		
Company	Dello BEC	Mobile	033868158		
Designation	Observer	Office	CPT		
Name	Luyanda Tulo	Email	L.Tulo@dffe.gov.za		
Company	DFFE	Mobile	0835153016		
Designation	Ass. Team Leader	Office			
Name	Bonkazi Nemo	Email	B.Nemo@dffe.gov.za		
Company	DFFE	Mobile	071 958 1516		
Designation	Technical Administrator	Office			
Name	Andiso Noto	Email	anoto@dffe.gov.za		
Company	DFFE	Mobile	0686100081		
Designation	Driver	Office			
Name	Kuan Tuisken	Email	kntuisken@gmail.com		
Company	STONE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		

Figure 8-20: Verification - 09/02/2023 Team 1B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1A				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Jurkwa Mngqolo	Email	ms.mngqolo@ya.noo.com		
Company	Dello BEC	Mobile	033868158		
Designation	Observer	Office	CPT		
Name	Ahluwale Mawanda	Email	Amawanda.kwagame@dffe.gov.za		
Company	DFFE	Mobile	083 572 5700		
Designation	Admin/Sec	Office	R. Zulwani		
Name	Bonkazi Nemo	Email	B.Nemo@dffe.gov.za		
Company	DFFE	Mobile	071 958 1516		
Designation	Driver	Office			
Name	Kuan Tuisken	Email	kntuisken@gmail.com		
Company	STONE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		
Name	Uzubenathi Dwenza	Email	Udukenza@dffe.gov.za		
Company	DFFE	Mobile	083 266 7994		
Designation	SAC	Office	CPT		

Figure 8-21: Verification - 10/02/2023 Team 1A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:00		
MEETING TYPE	Assessment Process - Team 1B				
VENUE	Foretrust Building 5th Floor Boardroom 5A				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Jurkwa Mngqolo	Email	ms.mngqolo@ya.noo.com		
Company	Dello BEC	Mobile	033868158		
Designation	Observer	Office	CPT		
Name	Bonkazi Nemo	Email	B.Nemo@dffe.gov.za		
Company	DFFE	Mobile	071 958 1516		
Designation	Technical Administrator	Office			
Name	Andiso Noto	Email	anoto@dffe.gov.za		
Company	DFFE	Mobile	067 616 0086		
Designation	Driver	Office			
Name	Luyanda Tulo	Email	L.Tulo@dffe.gov.za		
Company	DFFE	Mobile	0835153016		
Designation	ATL	Office			
Name	Kuan Tuisken	Email	kntuisken@gmail.com		
Company	STONE M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		

Figure 8-22: Verification - 10/02/2023 Team 1B Attendance Register

8.3.2.2 Photo's

Handed over to DFFE as part of the information pack.

8.3.2.3 Checklist signed by all parties involved

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

## 8.4 QUALITY CONTROL TEAM

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

### 8.4.1 QUALITY CONTROL TEAM

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

**Table 8-4: Verification– Overview**

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



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

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

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

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

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

**Table 8-6: Comments and Issues**

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

**8.4.3 DATA COLLECTED:**

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

**Table 8-7: Verification - Data collected**

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

**8.4.3.1 Attendance register**

The figure shows two copies of an attendance register form. The left form is titled 'ATTENDANCE REGISTER' and includes the Delta BEC logo and the South African government logo. It lists the client as 'Department of Environment, Forestry and Fisheries', the project as 'Rights Allocation Process', and the meeting as 'Quality Control Process - Team 1, 2 and 3'. The venue is 'M&M Boardroom, 35th Floor, Foreweek Building'. The date is '10 Feb 2023' and the time is '11:30'. The attendees list includes Frits Smeppel (Delta BEC, Project Manager), Ntosi (DFFE, TEAM 3 Chair), Stephen Sigau (DFFE, Team 2 Chair), and A. Nqungwana (DFFE, Director). The right form is a similar copy with attendees Kuan Tsheshe (Secretary) and Stouwe M. (Secretary). Both forms have columns for Name, Company, Designation, Contact Information (Email, Mobile, Office), and Signature.

**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.

## 9 CONCLUSION

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