

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

**MASTER REPORT**

FINAL REPORT  
REVISION 00

**MARCH 2023**

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**forestry, fisheries  
& the environment**

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



## EXECUTIVE SUMMARY

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

**Table 1-1: Overview of observation**

LOCATION	AREA 10
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	80%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	100%
VERIFICATION COMPLIANCE RATING	100%
AVERAGE COMPLIANCE RATING	89%

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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 for Decision
SP	Service Provider
SSFM	Small-Scale Fisheries Management
SSF	Small-Scale Fisheries
SE	Stakeholder Engagement

# 1 INTRODUCTION

This chapter will be presented in the following sections:

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

## 1.1 BACKGROUND

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

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

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

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

## 1.2 PURPOSE OF REPORT

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

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

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

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

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

## 1.3 STRUCTURE OF REPORT

The report comprises the following sections:

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



## 2 APPROACH

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

## 3 MOBILISATION

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

This chapter is detailed in the following sections:

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

### 3.1 OVERVIEW

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

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

ITEM	DESCRIPTION
<b>Venue</b>	Hanover Park Community Centre
<b>Planned Start Date</b>	12 September 2022
<b>Actual Start date</b>	Uncertain. No image received from DFFE.
<b>Data collector</b>	DFFE – No specific person from DFFE observed on the day. The information was received in bulk through Sindisa Sigam.
<b>Effect on applicants</b>	The applicants were given one less day to prepare to be at the distribution phase.
<b>Additional Comments</b>	No observer forum had been formed by the time DFFE commenced with mobilisation; therefore, all mobilisation information was received from DFFE officials through pictures which they downloaded from their WhatsApp group chat.

### 3.2 CRITERIA TO BE MET TO BE SUCCESSFUL

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

#### 3.2.1 POSTER

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

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

#	CRITERIA TO BE MET	YES/NO																																																																																																																																																																																																	
1	Have posters been designed with the following information:		<p><b>PUBLIC NOTICE</b></p> <p><b>DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT ROLLING OUT WESTERN CAPE SMALL-SCALE FISHERIES VERIFICATION, REGISTRATION, DECLARATION, AND RIGHTS ALLOCATION</b></p> <p>The Department of Forestry, Fisheries and the Environment (DFFE) is in the process of rolling out the new verification, registration, declaration, and rights allocation process for the small-scale fishers in the Western Cape. The process will only be open to the community members who participated in the initial process in 2016. Community members will need to present their original/valid temporary identity document on the day of registration and should gather all necessary documentation in preparation for the registration and verification processes.</p> <p>If community members are unable to attend these meetings, as per the schedule, valid reasons include as an example a medical emergency or the death of an immediate family member. "Fishing" or "attending to other business" will not be regarded as valid reasons for not attending the meetings.</p> <p>Community members must notify the DFFE prior to the meeting, on the number provided below, to arrange the authorisation of a proxy letter. A template of the proxy letter can be retrieved from the nearest Fisheries Compliance Offices of the DFFE.</p> <p><b>Notes on the verification process</b></p> <ul style="list-style-type: none"> <li>• Verification forms are not for sale.</li> <li>• Each verification form will have a unique sequence number and the form should not be photocopied.</li> <li>• Eligible community members will be required to visit the distribution centres to collect their verification forms.</li> <li>• Community members will be given 31 days to complete the forms and collect all the required documentation.</li> <li>• The DFFE will collect/revise all verification forms after 31 days at the same venues.</li> <li>• Community members will be given a receipt with a unique number, which will also be visible on the original verification form. The receipt will be used as proof that they have submitted the verification form.</li> </ul> <p>The process timeline will be as follows:</p> <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>Gugulethu</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>Crossroads</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>Nyanja</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Philippi</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 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<td>Mitchell's Plain</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Retreat</td> <td>Retreat Hall</td> <td>12 September 2022</td> <td>28 September 2022</td> <td>2 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Stellenberg</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lavender Hill / Rondevlei</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lotus River Primary School</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grassy Park</td> <td>Green Church</td> <td>12 September 2022</td> <td>28 September 2022</td> <td>2 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Vygrond</td> <td>Green Church</td> <td>12 September 2022</td> <td>28 September 2022</td> <td>2 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Hangberg/Hout Bay</td> <td>Hangberg Civic Centre</td> <td>12 September 2022</td> <td>28 September 2022</td> <td>2 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Inizamo 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Lavender Hill / Rondevlei																																																																																																																																																																																																			
Lotus River Primary School																																																																																																																																																																																																			
Grassy Park	Green Church	12 September 2022	28 September 2022	2 November 2022	09:00-16:00																																																																																																																																																																																														
Vygrond	Green Church	12 September 2022	28 September 2022	2 November 2022	09:00-16:00																																																																																																																																																																																														
Hangberg/Hout Bay	Hangberg Civic Centre	12 September 2022	28 September 2022	2 November 2022	09:00-16:00																																																																																																																																																																																														
Inizamo Yethu	Isiko Isobomi	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																																																																																																																																																																																														
Sir Lowry'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"> <li>• Visitation schedule</li> </ul>	Yes																																																																																																																																																																																																	
1.2	<ul style="list-style-type: none"> <li>• Location of the venues</li> </ul>	Yes																																																																																																																																																																																																	
1.3	<ul style="list-style-type: none"> <li>• Dates and times for distribution and receipting</li> </ul>	Yes																																																																																																																																																																																																	
1.4	<ul style="list-style-type: none"> <li>• Documents required for registration</li> </ul>	Yes																																																																																																																																																																																																	
1.5	<ul style="list-style-type: none"> <li>• That forms are free</li> </ul>	Yes																																																																																																																																																																																																	
2	Were the posters put up at the venue and other locations as stated?	N/A	No image received from DFFE																																																																																																																																																																																																
3	Were the posters put up 2 weeks prior to the distribution phase date?	N/A																																																																																																																																																																																																	

### 3.2.2 BULK SMS'S

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

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

	CRITERIA TO BE MET	YES/NO
1	Have SMSs been sent with the following information:	
1.1	<ul style="list-style-type: none"> <li>• Visitation schedule</li> </ul>	No
1.2	<ul style="list-style-type: none"> <li>• Location of the venues</li> </ul>	No
1.3	<ul style="list-style-type: none"> <li>• Dates and times for distribution and receipting</li> </ul>	No
1.4	<ul style="list-style-type: none"> <li>• Documents required for registration</li> </ul>	No
1.5	<ul style="list-style-type: none"> <li>• That forms are free</li> </ul>	No
2	Was proof provided that the SMS's were sent to the applicants of the area?	No

### 3.2.3 RADIO BROADCAST

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

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

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

### 3.3 DATA COLLECTED:

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

**Table 3-5: Mobilisation - Data collected**

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

### **3.3.1 OBSERVER FORUM FEEDBACK FORMS**

The observer forum had not yet been established when the 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 the DFFE in providing evidence that protocol was followed, as the observer forum was not established by the time these services were to be rendered.

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

## 4 DISTRIBUTION

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

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

### 4.1 OVERVIEW

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

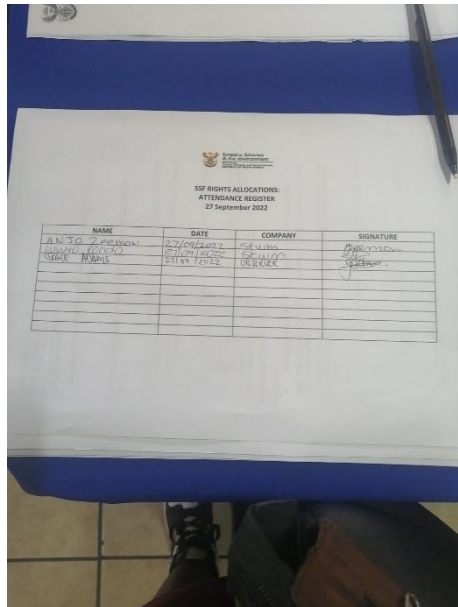

**Table 4-1: Distribution - Planned start vs Actual start**

ITEM	DESCRIPTION
<b>Venue</b>	First Community Resource Centre, Hanover Park
<b>Planned Start Date</b>	27/09/2022
<b>Actual Start Date</b>	27/09/2022
<b>Data collector</b>	Grace Adams – Observer Forum
<b>Effect on applicants</b>	The project is on track to be completed as committed by the department.
<b>Additional Comments</b>	The venue changed on the day of distribution; the fishers and observers were at a different venue. DFFE went to the venue where the fishers were waiting.

## 4.2 CRITERIA TO BE MET FOR DISTRIBUTION TO BE SUCCESSFUL

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

**Table 4-2: Distribution -Criteria to be met**

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Did the DFFE arrange a venue and date for the collection of verification forms?	Yes	See below item 4
2	Did the venue open on time?	No	N/A
3	Has an attendance register been signed by all parties, including the observer forum?	Yes	
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	See above item 4 of fishers receiving explanations.

### 4.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the First Community Resource Centre, Hanover Park, to report on the observations made during the day of the distribution process. The conversations held on the WhatsApp group is presented below (Table 4-3: WhatsApp conversation, evidence for Table 4-2 item 1,2,3,4 and 5w, indicating the correspondence received from the observer for the distribution process.

2022/09/23, 14:30 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.

2022/09/23, 14:30 - Isaac created group "Hanover Park Comm Centre "

2022/09/23, 14:30 - Isaac added you

2022/09/26, 10:34 - Isaac added Grace Millicent

2022/09/27, 10:01 - Isaac added +27 71 414 0671

2022/09/27, 09:08 - Isaac: Good morning Grace.

2022/09/27, 09:08 - Grace Millicent: Good day we are standing outside the venue no department staff or service provider present.

2022/09/27, 09:10 - Isaac: They are running late, they should be there shortly. Please accept our apologies for the inconvenience.

2022/09/27, 09:10 - Grace Millicent: No problem thanks

2022/09/27, 09:26 - Grace Millicent: I informed the fisher's that you running late.

2022/09/27, 09:28 - Isaac: Thank you very much Grace.

2022/09/27, 09:41 - Isaac: Grace please inform me when you guys enter the facility.

2022/09/27, 09:41 - Grace Millicent: Will do

2022/09/27, 09:41 - Grace Millicent: We still waiting

2022/09/27, 09:42 - Isaac: OK, thanks

2022/09/27, 09:54 - Grace Millicent: How long still

2022/09/27, 09:57 - Isaac: Hi Grace, I am trying to get a hold of the officials

2022/09/27, 09:57 - Isaac: They haven't responded to me

2022/09/27, 10:01 - Fritz - Delta BEC: Please add sindisa to the group

2022/09/27, 10:07 - Grace Millicent: live location shared

2022/09/27, 10:07 - Isaac: We have added him.



2022/09/27, 10:15 - +27 71 414 0671: Hi Colleagues, my colleagues are at a venue in Hanover Park. Can you please send the venue so I can forward it

2022/09/27, 10:15 - Isaac: Please view the location that Grace sent

2022/09/27, 10:16 - Grace Millicent: First Community Resource Centre, 10 Lansur Rd Hanover Park

2022/09/27, 10:16 - +27 71 414 0671: Can you please send the proper location. I am unable to forward a live location

2022/09/27, 10:16 - Grace Millicent: PTT-20220927-WA0001.opus (file attached)

2022/09/27, 10:18 - Grace Millicent: live location shared

2022/09/27, 10:19 - +27 71 414 0671: Thank you Grace, they are on their way. They have been waiting at another community hall.

2022/09/27, 10:20 - Grace Millicent: Can you please give us your location and we can get you there.

2022/09/27, 10:20 - Grace Millicent: If they are lost

2022/09/27, 10:26 - Grace Millicent: Can we get you somewhere fisher's are getting inpatient now.

2022/09/27, 10:49 - Isaac: Hi Grace

2022/09/27, 10:49 - Isaac: Are the officials there

2022/09/27, 10:50 - Grace Millicent: Yes they are

2022/09/27, 10:51 - Isaac: OK, is there a registry? If yes, can you please take a picture of it once it's signed by everyone.

2022/09/27, 10:51 - Grace Millicent: Will do

2022/09/27, 10:54 - Isaac: Can we go through a few questions since you guys are settled now.

Has the DFFE informed applicants of the visitation schedule via sms, emails, telephone calls and relevant national and community radio stations?

2022/09/27, 10:55 - Grace Millicent: Yes they did

2022/09/27, 10:55 - Isaac: Has the DFFE put up posters in all targeted areas two weeks prior to the visitation?

2022/09/27, 10:56 - Grace Millicent: IMG-20220927-WA0008.jpg (file attached)

Yes

2022/09/27, 10:56 - Isaac: Has the DFFE made a list of eligible fishers available at all satellite offices?

2022/09/27, 10:57 - Isaac: Has someone been given the responsibility of taking tip-offs and log the information?

2022/09/27, 10:59 - Isaac: Questions on the poster.

Has the poster been designed with the following information.

1. Venue
2. Registration times
3. Date for nominations
4. Documents required for registration
5. That Forms are free

2022/09/27, 11:00 - Grace Millicent: Yes Monray

2022/09/27, 11:00 - Grace Millicent: Yes

2022/09/27, 11:02 - Isaac: Please answer each question separately. Thanks in advance.

2022/09/27, 11:07 - Grace Millicent: IMG-20220927-WA0006.jpg (file attached)

2022/09/27, 11:09 - Grace Millicent: IMG-20220927-WA0005.jpg (file attached)

2022/09/27, 11:11 - Isaac: Thanks Grace, can you please ensure that you answer all the questions separately with a "Yes"/"No"

2022/09/27, 11:12 - Grace Millicent: 👍

2022/09/27, 12:16 - Isaac: Hi Grace, I have a few more important questions for you.

Did the DFFE arrange a venue and date for the collection of verification forms?

2022/09/27, 12:16 - Grace Millicent: Yes

2022/09/27, 12:17 - Isaac: Has an attendance register been signed by all parties including the Observer Forum?

2022/09/27, 12:19 - Grace Millicent: Yes

2022/09/27, 12:19 - Isaac: May I have a picture supporting the two answered questions please if possible?

2022/09/27, 12:20 - Grace Millicent: IMG-20220927-WA0009.jpg (file attached)

2022/09/27, 12:25 - Isaac: On the date of verification forms collection, did the DFFE members explain to fishers how to fill in the forms?

2022/09/27, 12:26 - Grace Millicent: Yes

2022/09/27, 12:34 - Isaac: On the date of verification forms collection, did the DFFE members explain to fishers that forms can be filled in on the day of verification?

2022/09/27, 12:35 - Grace Millicent: Yes

2022/09/27, 12:36 - Isaac: Thanks Grace

2022/09/27, 15:38 - Isaac: Hi Grace are there any comments or concerns?

2022/09/27, 15:39 - Grace Millicent: No dear

2022/09/27, 15:39 - Isaac: Ok

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

#### 4.4 ISSUES RAISED

The table below is included to highlight any specific issues raised by the observer during this process. No issues were identified to be raised.

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

ISSUES RAISED	SORTED OUT ON THE DAY (YES/NO)
There was a venue mix-up. The fishers were at one venue and DFFE at another. The DFFE then went to the venue where the fishers were waiting. Therefore, the venue opened late.	N/A

## 5 CATCH-ALL DISTRIBUTION

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

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

### 5.1 OVERVIEW

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

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

ITEM	DESCRIPTION
<b>Venue</b>	Foretrust Building – DFFE offices
<b>Date</b>	17 October 2022
<b>Data Collection</b>	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 are presented below, indicating the correspondence received from the observer for the distribution process.

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

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.
2022/10/17, 08:49 - You created group "Fortrust Building"
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.
2022/10/17, 08:56 - Zukiswa - Delta BEC: Are you at the venue?
2022/10/17, 08:58 - Grace Millicent joined using your invite
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
2022/10/17, 09:16 - Zukiswa - Delta BEC: Grace was here by us at 6th floor... she will respond. I did call her
2022/10/17, 09:20 - Grace Millicent: Good day Fritz I am here
2022/10/17, 09:21 - Grace Millicent: I was on 3rd and 6th floor.
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.
2022/10/17, 09:21 - Zukiswa - Delta BEC: Are you at the venue?
2022/10/17, 09:22 - Grace Millicent: Yes
2022/10/17, 09:26 - Zukiswa - Delta BEC: Please send a photo
2022/10/17, 09:52 - Grace Millicent: IMG-20221017-WA0001.jpg (file attached)
2022/10/17, 09:52 - Grace Millicent: IMG-20221017-WA0003.jpg (file attached)
2022/10/17, 09:53 - Grace Millicent: I don't get signal inside
2022/10/17, 10:06 - Grace Millicent: IMG-20221017-WA0005.jpg (file attached)

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	First Community Centre, Hanover Park
Date new poster was put up	25/11/2022
Original Planned Start Date	01/11/2022
Updated Planned Start Date	05/12/2022

### 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.

CAPE METRO				CAPE METRO			
COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME	COMMUNITY	VENUES	RECEIPTING DATES (05 - 15 DECEMBER 2022)	TIME
Gugulethu	Kwezi Hall	06 December 2022	09:00-16:00	Vrygrond	Gospel Faith Mission Church	07 December 2022	09:00-16:00
Crossroads				Hangberg - Hout Bay	Hangberg Multipurpose Centre	09 December 2022	09:00-16:00
Nyanga				Imizamo Yethu - Hout Bay	Isiko Lobomi	07 December 2022	09:00-16:00
Philippi				Kalk Bay	Holy Trinity Church	08 December 2022	09:00-16:00
Khayelitsha	Eyethu Community Hall	06 December 2022	09:00-16:00	Mosphumelele	Ocean View Multipurpose Centre	06 December 2022	09:00-16:00
Langa	Phondulwazi Hall	05 December 2022	09:00-16:00	Ocean View			
Brackenfell	Bellville Civic Centre	07 December 2022	09:00-16:00	Red Hill	Redhill Library	08 December 2022	09:00-16:00
Kraaifontein				Sir Lowry's Pass	Sir Lowry's Pass Library	08 December 2022	09:00-16:00
Bellhar				Macassar	Macassar Community Hall	08 December 2022	09:00-16:00
Deff				Gordon's Bay	VGK Die Strand	08 December 2022	09:00-16:00
Hanover Park	Hanover Park Community Centre	05 December 2022	09:00-16:00	Strand			
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				
Sleeberg							
Lavender Hill / Rondevlei							
Grassy Park	Harmony Hall	09 December 2022	09:00-16:00				

Page

**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.**

For more information, please contact: 021 402 3614.

Figure 6-1: Mobilisation for Receipting – New poster

**OPENBARE KENNISGEWING**  
DIE DEPARTMENT VAN BOSBOU, VISSERYE EN DIE OMGEWING, ONTVANGS VAN VERFIKASIEVORMS VIR VERKLAARING VAN KLEINSKAALSE VIISSERS IN DIE WES-KAAP

Die Departement van Bosbou, Visserye en die Omgewing het geleëde die 29 September 2022 tot 15 Desember 2022 verifieer, registreer, verklaar en ontvangs van 100 klein skaal visserij aansoekers. Die proses sal voortgaan met die ontvangs van aansoekers tot 15 Desember 2022. Die proses sal voortgaan met die ontvangs van aansoekers tot 15 Desember 2022.

Die Departement het 'n openbare kennisgewing gepubliseer om die klein skaal visserij aansoekers te informeer en te verhoed dat hulle nie verduidelik word nie. Die Departement het ook 'n openbare kennisgewing gepubliseer om die klein skaal visserij aansoekers te informeer en te verhoed dat hulle nie verduidelik word nie.

Tussen die groot ontvangs week het die Departement kennisgewing gegee dat die gemeenskap te versoek is om die ontvangs van die aansoekers te help. Die ontvangs van die aansoekers sal van 05 Desember 2022 tot 15 Desember 2022 plaasvind. Die Departement het ook 'n openbare kennisgewing gepubliseer om die klein skaal visserij aansoekers te informeer en te verhoed dat hulle nie verduidelik word nie.

Die Departement het ook kennisgewing gegee dat die gemeenskap te versoek is om die ontvangs van die aansoekers te help. Die ontvangs van die aansoekers sal van 05 Desember 2022 tot 15 Desember 2022 plaasvind. Die Departement het ook 'n openbare kennisgewing gepubliseer om die klein skaal visserij aansoekers te informeer en te verhoed dat hulle nie verduidelik word nie.

Die Departement het ook kennisgewing gegee dat die gemeenskap te versoek is om die ontvangs van die aansoekers te help. Die ontvangs van die aansoekers sal van 05 Desember 2022 tot 15 Desember 2022 plaasvind. Die Departement het ook 'n openbare kennisgewing gepubliseer om die klein skaal visserij aansoekers te informeer en te verhoed dat hulle nie verduidelik word nie.

**Bevestigingslys:** Die Departement het 'n bevestigingslys gepubliseer om die klein skaal visserij aansoekers te informeer en te verhoed dat hulle nie verduidelik word nie.

SEKONDÊRE	LOKAAL	ONTVANGSDATUM (05 DESEMBER 2022 - 15 DESEMBER 2022)	TYD
Gugulethu	Kwezi Hall	06 Desember 2022	09:00 - 16:00
Crossroads			
Nyanga			
Philippi			
Khayelitsha	Eyethu Community Hall	06 Desember 2022	09:00 - 16:00
Langa	Phondulwazi Hall	05 Desember 2022	09:00 - 16:00
Brackenfell	Bellville Civic Centre	07 Desember 2022	09:00 - 16:00
Kraaifontein			
Bellhar			
Deff			
Hanover Park	Hanover Park Community Centre	05 Desember 2022	09:00 - 16:00
Strandfontein	Church of Nazarene Hall	05 Desember 2022	09:00 - 16:00
Mitchell's Plain			
Retreat	Sharon Assembly Hall	06 Desember 2022	09:00 - 16:00
Sleeberg			
Lavender Hill / Rondevlei			
Grassy Park	Harmony Hall	09 Desember 2022	09:00-16:00
Vrygrond	Gospel Faith Mission Church	07 Desember 2022	09:00 - 16:00
Hangberg - Hout Bay	Hangberg Multipurpose Centre	09 Desember 2022	09:00 - 16:00
Imizamo Yethu - Hout Bay	Isiko Lobomi	07 Desember 2022	09:00 - 16:00
Kalk Bay	Holy Trinity Church	08 Desember 2022	09:00 - 16:00
Mosphumelele	Ocean View Multipurpose Centre	06 Desember 2022	09:00 - 16:00
Ocean View			
Red Hill	Redhill Library	08 Desember 2022	09:00 - 16:00
Sir Lowry's Pass	Sir Lowry's Pass Library	08 Desember 2022	09:00 - 16:00
Macassar	Macassar Community Hall	08 Desember 2022	09:00 - 16:00
Gordon's Bay	VGK Die Strand	08 Desember 2022	09:00 - 16:00
Strand			

Vir meer inligting, kontak ons by 021 402 3614.

UITSEKERDEUR DIE DEPARTMENT VAN BOSBOU, VISSERYE EN DIE OMGEWING

forestry, fisheries & the environment

Call Centre: 021 402 3614  
www.dffw.gov.za

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.


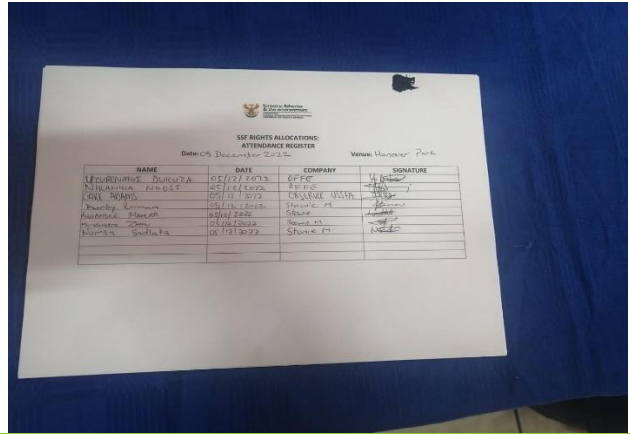
**Table 7-1: Receipting - Planned start vs Actual start**

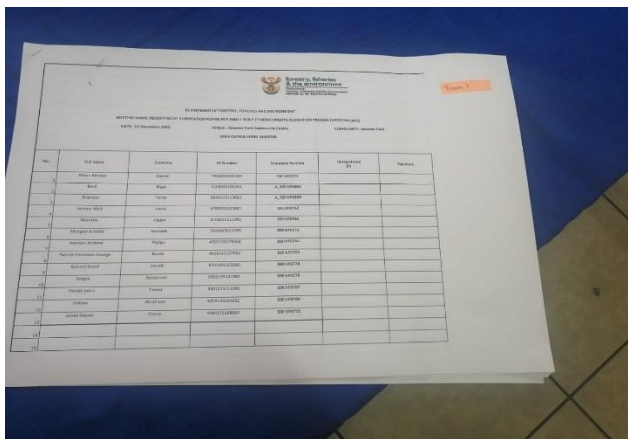
ITEM	DESCRIPTION
<b>Venue</b>	Hanover Park Community Centre
<b>Original Planned Start Date</b>	01/11/2022
<b>Updated Planned Start Date</b>	05/12/2022
<b>Actual Start Date</b>	05/12/2022
<b>Data collector</b>	Grace Adams – Observer Forum
<b>Effect on applicants</b>	<p>The project is delayed according to the original start date which means that the applicants will have to wait longer to know the outcome of the process and whether they will be receiving a permit.</p> <p>The delay was caused by fisher representing organisations requesting to have more time for the fishers to fill in the forms.</p>
<b>Additional Comments</b>	<p>Due to the fisher organisations' requests to move the receipting dates later, DFFE implemented a mobilisation for receipting process whereby they went to the area and put up new posters indicating the new dates. The above "Updated Start Date" refers to the new start date according to the updated dates.</p>



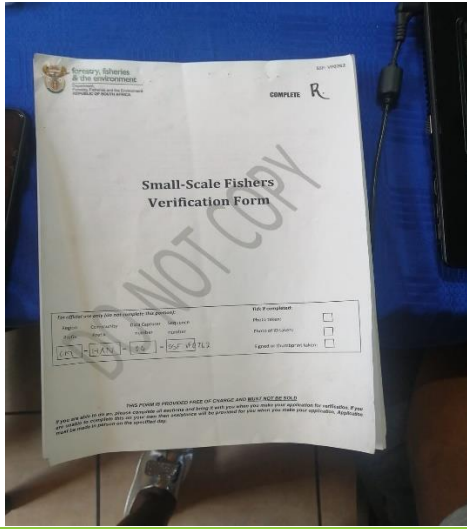
## 7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL

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

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


#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1	Was the venue opened at 08:30?	Yes	
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 paper copy
6	Is there an electronic checklist?	Yes	N/A
7	Is there a stamp pad for complete or incomplete forms?	Yes	See above item 16; the application is stamped complete, meaning that there are stamps
8	Are there receipt books?	Yes	N/A
9	Are there laptops set up?	Yes	N/A
10	Do the laptops have internet connection? (Ask the laptop operator to open google)	Yes	N/A
11	Is there a video camera set up?	Yes	N/A
12	Are there clearly labelled boxes for storing the applications?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
1 3	Has the service provider explained the procedure of the day to the fishers?	Yes	
1 4	Are fishers being guided to data capturers?	Yes	
1 5	Are the data capturers friendly?	Yes	N/A
1 6	Are fishers' forms being marked with a big "R" if they are registered on the database?	Yes	
1 7	Are the data capturers going through the applications to ensure that they are complete?	Yes	See above item 16; the application is stamped complete, meaning that the service provider has checked it



#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
18	Are the data captureurs adding a thumbprint where applicants have not signed?	Yes	N/A
19	Are the data captureurs filling in the electronic checklist?	Yes	N/A
20	Are the data captureurs stamping either "COMPLETE" or "INCOMPLETE" on fishers' forms after checking them?	Yes	See above item 16, the application is stamped
21	Are data captureurs completing the first part of the fisher's application forms?	Yes	See above item 16
22	Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.	Yes	N/A
23	Are the data captureurs stapling all the fisher's documentation?	Yes	See above item 16

#	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 Hanover Park Community Centre 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, 09:38 - 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, 09:38 - You created group "Hanova Park Receipting "

2022/11/30, 09:41 - Zukiswa Delta Beck left

2022/11/30, 09:42 - You added Zukiswa

2022/11/30, 10:02 - You added Sindisa

2022/12/05, 07:58 - You added Grace Adams

2022/12/05, 07:58 - Grace Adams: Good day

2022/12/05, 08:02 - Dezire - Deltz BEC: Are you at the venue?

2022/12/05, 08:04 - 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 Hanova Park, 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.

2022/12/05, 08:18 - Grace Adams: No I'm not waiting on transport.

2022/12/05, 08:49 - Dezire - Deltz BEC: Thank you and let me know once you arrived at the venue and I will post the questions

2022/12/05, 08:50 - Grace Adams: Ok

2022/12/05, 09:41 - Grace Adams: I'm at the venue

2022/12/05, 09:42 - Dezire - Deltz BEC: Has the DFFE informed applicants of the visitation schedule via bulk SMSs, emails, telephone calls and relevant national and community radio stations? Yes or No

2022/12/05, 09:42 - Grace Adams: Yes

2022/12/05, 09:44 - Dezire - Deltz BEC: Was the venue opened at 08:30? Yes or No

2022/12/05, 09:44 - Grace Adams: Yes

2022/12/05, 09:46 - Dezire - Deltz BEC: Send photo

2022/12/05, 09:47 - Grace Adams: IMG-20221205-WA0009.jpg (file attached)

2022/12/05, 09:48 - Dezire - Deltz BEC: Is there an attendance register for the DFFE team and observer forum? Yes or No

2022/12/05, 09:48 - Grace Adams: Yes

2022/12/05, 09:49 - Grace Adams: IMG-20221205-WA0010.jpg (file attached)

2022/12/05, 09:51 - Dezire - Deltz BEC: Is there an attendance register for the fishers to sign? Yes or No

2022/12/05, 09:52 - Grace Adams: Yes

2022/12/05, 09:52 - Grace Adams: IMG-20221205-WA0015.jpg (file attached)

2022/12/05, 09:54 - Dezire - Deltz BEC: Are there electronic and paper copies of the registered fishers?

2022/12/05, 09:54 - Dezire - Deltz BEC: Yes or No

2022/12/05, 10:05 - Grace Adams: Yes

2022/12/05, 10:06 - Dezire - Deltz BEC: Is there an electronic checklist? Yes or No

2022/12/05, 10:06 - Grace Adams: Yes

2022/12/05, 10:07 - Dezire - Deltz BEC: Is there a stamp pad for complete or incomplete forms? Yes or No

2022/12/05, 10:08 - Grace Adams: Yes

2022/12/05, 10:11 - Dezire - Deltz BEC: Are there receipt books? Yes or No

2022/12/05, 10:29 - Grace Adams: Yes

2022/12/05, 10:31 - Dezire - Deltz BEC: Are there laptops set up? Yes or No

2022/12/05, 10:32 - Grace Adams: Yes

2022/12/05, 10:33 - Dezire - Deltz BEC: Do the laptops have internet connection? (Ask the laptop operator to open Google) Yes or No

2022/12/05, 10:34 - Grace Adams: Yes

2022/12/05, 10:35 - Dezire - Deltz BEC: Is there a video camera set up? Yes or No

2022/12/05, 10:41 - Grace Adams: Yes

2022/12/05, 10:42 - Dezire - Deltz BEC: Are there clearly labelled boxes for storing the applications? Yes or No

2022/12/05, 10:46 - Grace Adams: Yes

2022/12/05, 10:47 - Dezire - Deltz BEC: Has the service service provider explained the procedure of the day to the fishers? Yes or No

2022/12/05, 10:47 - Grace Adams: Yes

2022/12/05, 10:48 - Dezire - Deltz BEC: Sent me the photo within this relation

2022/12/05, 10:49 - Grace Adams: IMG-20221205-WA0040.jpg (file attached)

2022/12/05, 10:50 - Dezire - Deltz BEC: Are fishers being guided to data capturers? Yes or No

2022/12/05, 10:55 - Grace Adams: Yes

2022/12/05, 10:55 - Grace Adams: IMG-20221205-WA0042.jpg (file attached)

2022/12/05, 10:56 - Dezire - Deltz BEC: Are the data capturers friendly? Yes or No

2022/12/05, 10:56 - Grace Adams: Yes

2022/12/05, 10:57 - Dezire - Deltz BEC: Are fishers forms being marked with a big "R" if they are registered on the database? Yes or No

2022/12/05, 10:58 - Grace Adams: Yes

2022/12/05, 10:59 - Grace Adams: IMG-20221205-WA0055.jpg (file attached)

2022/12/05, 11:00 - Dezire - Deltz BEC: Are the data capturers going through the applications to ensure that they are complete?

2022/12/05, 11:01 - Grace Adams: Yes

2022/12/05, 11:01 - Dezire - Deltz BEC: Are the data capturers adding a thumbprint where applicants have not signed? Yes or No

2022/12/05, 11:02 - Grace Adams: Yes

2022/12/05, 11:08 - Dezire - Deltz BEC: Are the data capturers filling in the electronic checklist? Yes or No

2022/12/05, 11:09 - Grace Adams: Yes

2022/12/05, 11:10 - Dezire - Deltz BEC: Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it? Yes or No

2022/12/05, 11:11 - Grace Adams: Yes

2022/12/05, 11:12 - Dezire - Deltz BEC: Are data capturers completing the first part of the fishers application forms? Yes or No

2022/12/05, 11:13 - Grace Adams: Yes

2022/12/05, 11:22 - Dezire - Deltz BEC: Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form. Yes or No

2022/12/05, 11:22 - Grace Adams: Yes

2022/12/05, 11:23 - Dezire - Deltz BEC: Are the data capturers stapling all the fishers documentation? Yes or No

2022/12/05, 11:25 - Grace Adams: Yes

2022/12/05, 11:27 - Dezire - Deltz BEC: Are the data capturers placing the stapled documentation in the labelled box next to them? Yes or No

2022/12/05, 11:29 - Grace Adams: Yes

2022/12/05, 11:29 - Dezire - Deltz BEC: send me the picture

2022/12/05, 11:30 - Grace Adams: IMG-20221205-WA0071.jpg (file attached)

2022/12/05, 16:03 - Dezire - Deltz BEC: Is there any issues that you want to share? Yes or no

2022/12/05, 16:05 - Grace Adams: No

2022/12/05, 16:22 - Dezire - Deltz BEC: Did the venue close at 16:00

2022/12/05, 16:37 - Grace Adams: Yes

## 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/SC/CBD/SCC
<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 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

<p><b>*Attendance</b></p>	<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>
<p><b>*Checking completeness</b></p>	<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>
<p><b>*Successful or unsuccessful</b></p>	<p>Is the assessment team marking the verification forms as either "Successful" or "Unsuccessful" based on the 4 qualifying criteria as well as the success criteria decided in 1.2?</p> <p>Confirm what the 4 qualifying criteria are.</p> <ul style="list-style-type: none"> <li>• SA citizen</li> <li>• 18 years or older</li> </ul>

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

### 8.3.1.1 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"> <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> <li>• The team discussed potentially difficult scenarios and agreed on how to move forward from them, this was noted on a documented by DFFE.</li> </ul>
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 ATTENDANCE REGISTER				DELTA ATTENDANCE REGISTER			
CLIENT NAME		Department of Environment, Forestry and Fisheries	DATE	27/01/2023		forestry, fisheries & the environment	
PROJECT NAME		Rights Allocation Process	TIME	08:30		Department Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
MEETING TYPE		Assessment Process					
VENUE		Forehouse Building, DFFE office, 11R Bourke Street					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE		ATTENDEE INFORMATION	
Name	FITE SWANGPOL	Email	fite.swanapol@dellabec.com	Name	Mikha Ranziso	Email	wsssf01@gmail.com
Company	Delta BEC	Mobile	074 557 0461	Company	Stawie M	Mobile	013 567 1508
Designation	Project Manager	Office	021 295 1300 / 012 368 1950	Designation	Secretariat	Office	
Name	CHRISTOAN STORM	Email	christiaan.storm@dellabec.com	Name	Nokutha Madikane	Email	NMadikane@dffe.gov.za
Company	Delta BEC	Mobile	076 955 2471	Company	DEFF	Mobile	031 4023650
Designation	Observer	Office	021 918 1900	Designation	Administrative	Office	021 4023630
Name	SINDISA SIZAM	Email	sizisizam@dffe.gov.za	Name	Lehlapolo Seshabela	Email	lshshabela@gazailleers@dffe.gov.za
Company	DEFF	Mobile	0714146671	Company	DEFF	Mobile	
Designation	Deputy Director	Office		Designation	SAC- Driver	Office	021 402 3060
Name	Lehlapolo Seshabela	Email	lshshabela@dffe.gov.za	Name	FITE SWANGPOL	Email	fite.swanapol@dellabec.com
Company	DEFF	Mobile	0832873758	Company	Delta BEC	Mobile	074 337 0161
Designation	Driver (JAC)	Office		Designation	Project Manager	Office	
Name	ATHANDI MTSABE	Email	Amtsabe@dffe.gov.za	Name		Email	
Company	DEFF	Mobile	073 105 3713	Company		Mobile	
Designation	OFFICE ADMINISTRATOR	Office	forehouse building	Designation		Office	

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

DELTA ATTENDANCE REGISTER				DELTA ATTENDANCE REGISTER			
CLIENT NAME		Department of Environment, Forestry and Fisheries	DATE	26/01/2023		forestry, fisheries & the environment	
PROJECT NAME		Rights Allocation Process	TIME	10:30		Department Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
MEETING TYPE		Assessment Process					
VENUE		Forehouse Building, 6 <sup>th</sup> Floor, 11R Bourke Street					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE		ATTENDEE INFORMATION	
Name	ATHANDI MTSABE	Email	Amtsabe@dffe.gov.za	Name	Mikha Ranziso	Email	wsssf01@gmail.com
Company	DEFF	Mobile	073 1053 783	Company	Stawie M	Mobile	0735671508
Designation	OFFICE ADMINISTRATOR	Office	021 402 3109	Designation	Secretariat	Office	Forehouse
Name	SINDISA SIZAM	Email	sizisizam@dffe.gov.za	Name	Nokutha Madikane	Email	NMadikane@dffe.gov.za
Company	DEFF	Mobile	071 414 0671	Company	DEFF	Mobile	074 1524 517
Designation	DEPUTY DIRECTOR	Office	021 402 3109	Designation	SAC	Office	Forehouse
Name	MOLIBUENO MORRIS	Email	Morr15@dffe.gov.za	Name	DEFF Sifiso Mapha	Email	025 227 77 11
Company	DEFF	Mobile	071 357 3237	Company	DEFF	Mobile	
Designation	SPRINKLER ENGINEER: RCW	Office	033 9988 9720	Designation	FCW	Office	
Name	CHRISTOAN STORM	Email	christiaan.storm@dellabec.com	Name		Email	
Company	Delta BEC	Mobile	076 953 2471	Company		Mobile	
Designation	Observer	Office	021 918 1900	Designation		Office	
Name	RCPW Sifiso Mapha	Email	021 402 3626	Name		Email	
Company	DEFF	Mobile		Company		Mobile	
Designation	FCW	Office		Designation		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					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fitz Swanepoel	Email	fitz.swanepoel@delta.co.za		
Company	Delta BEC	Mobile	074 823094		
Designation	Project Manager	Office			
Name	ZANELETHENGE SWEHLBELA	Email	zswelindwe@dffe.gov.za		
Company	DFFE	Mobile	084 432685		
Designation	EO	Office	047 5611410		
Name	Francisco Joseph	Email	frjoseph@dffe.gov.za		
Company	DFFE	Mobile	07823849		
Designation	PCDW	Office			
Name	Mina Panziso	Email	wespa@gmail.com		
Company	Stowle M	Mobile	0735677508		
Designation	Secretary	Office			
Name	Lehlaganolo Seshabela	Email	lshabela@dffe.gov.za		
Company	DFFE	Mobile	083 287 3758		
Designation	Driver	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	4A Boardroom, DFFE				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fitz Swanepoel	Email	fitz.swanepoel@delta.co.za		
Company	Delta BEC	Mobile	074 823094		
Designation	Project Manager	Office			
Name	SIFISO MAFABA	Email			
Company	DFFE	Mobile	081 7371711		
Designation	PCDW	Office			
Name	MORUBA Madrona	Email	M.Madrona@dffe.gov.za		
Company	DFFE	Mobile	0781504577		
Designation	SAC	Office			
Name	VUJISAM JOZANG	Email	V.Jozang@dffe.gov.za		
Company	DFFE	Mobile	083 345 4247		
Designation	Assistant Director	Office	043 7442 2682		
Name	Athandile Maseko	Email	amaseko@dffe.gov.za		
Company	DFFE	Mobile	071058715		
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	4A Boardroom, 4 <sup>th</sup> Floor, DFFE Office				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fitz Swanepoel	Email	fitz.swanepoel@delta.co.za		
Company	Delta BEC	Mobile	074 823094		
Designation	Project Manager / Observer	Office			
Name	Christiaan Swain	Email	christiaan.swain@dffe.gov.za		
Company	Delta BEC	Mobile	074 823 2497		
Designation	Observer	Office			
Name	Lehlaganolo Seshabela	Email	lshabela@dffe.gov.za		
Company	DFFE	Mobile	0812746242		
Designation	Driver	Office			
Name	Sindiso Sigau	Email	sigau@dffe.gov.za		
Company	DFFE	Mobile	071 416071		
Designation	Deputy Director	Office			
Name	Mina Panziso	Email	wespa@gmail.com		
Company	Stowle M	Mobile	0735677508		
Designation	Secretary	Office			

Figure 8-5: Verification - 31/01/2023 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	31/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	09:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Forestry Building 6 <sup>th</sup> Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Jensena Joseph	Email	fjoseph@dffe.gov.za		
Company	DFE	Mobile	078 238 0109		
Designation	FCOW	Office	CPT		
Name	NOVUTHULA Madikane	Email	NMadikane@dffe.gov.za		N. Madi
Company	DFE	Mobile	0781504577		
Designation	ADMINISTRATOR	Office	CPT		
Name	Athandile Mtsabe	Email	AMtsabe@dffe.gov.za		Mtsabe
Company	OFFE	Mobile	0731058713		
Designation	Office Administrator	Office	Forestry Building		
Name	Vuyisani Jozana	Email	VJozana@dffe.gov.za		
Company	DFE	Mobile	083 865 4242		
Designation	A.O	Office	043 742 2684		
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 913 1500		

Figure 8-6: 31/01/2023 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	01/02/2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Forestry 6 <sup>th</sup> Floor, HA Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 913 1500		
Name	Fritz Swaneper	Email	fritz.swaneper@deltabec.com		
Company	Delta BEC	Mobile	074 357 0461		
Designation	Project Manager / Observer	Office			
Name	Lehlogorolo Seshabela	Email	lshabela@dffe.gov.za		
Company	DFE: SSFM	Mobile	083 287 3753		
Designation	SAC / Driver	Office	021 462 3060		
Name	Minda Rnzisa	Email	mndrznzisa@gmail.com		
Company	Stouwe M	Mobile	0735677508		
Designation	Secretary	Office	Forestry		
Name	Sinda Syam	Email	ssyams@deltabec.com		
Company		Mobile	0714106011		
Designation		Office			

Figure 8-7: Verification - 01/02/2023 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	2023-02-01		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Forestry 6 <sup>th</sup> Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 913 1500		
Name	NOVUTHULA Madikane	Email	NMadikane@dffe.gov.za		N. Madi
Company	DFE	Mobile	0781504577		
Designation	ADMINISTRATOR	Office	CAPE TOWN		
Name	ATHANDILE MTSABE	Email	AMtsabe@dffe.gov.za		Mtsabe
Company	OFFE	Mobile	073 105 8713		
Designation	CA (DENEE)	Office	CAPE TOWN (FORESTRY D)		
Name	Jensena Joseph	Email	fjoseph@dffe.gov.za		
Company	DFE	Mobile	078 238 0109		
Designation	FCOW	Office	CPT		
Name	Vuyisani Jozana	Email	VJozana@dffe.gov.za		
Company	DFE	Mobile	083 865 4242		
Designation	A.O	Office	043 742 2684		

Figure 8-8: Verification - 01/02/2023 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	02 Feb 2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME	11:00	Name	Gizela Sigau
MEETING TYPE	Assessment Process - Team 2A			Company	DFE
VENUE	HR Boardroom, 6 <sup>th</sup> Floor, Foretrust Building			Designation	Deputy Director
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swaneppel	Email	fritz.swaneppel@delta.co.za	Name	
Company	Delta BEC	Mobile	074 337 0461	Company	
Designation	Project Manager / Observer	Office		Designation	
Name	ZANETHENBE SWANEPPEL	Email	zswaneppel@dfef.gov.za	Name	
Company	DFE	Mobile	082 443 2685	Company	
Designation	ADMINISTRATOR	Office	074 568 1410	Designation	
Name	Joséphine Joseph	Email	jjoseph@dfef.gov.za	Name	
Company	DFE: SE	Mobile	078 237 0109	Company	
Designation	PCDW	Office	CPT	Designation	
Name	Mihlo Ponziso	Email	mponziso@gmail.com	Name	
Company	Stowle M	Mobile	0735677508	Company	
Designation	Secretary	Office	Foretrust Building	Designation	
Name	Lahlagano Seshabela	Email	lseshabela@dfef.gov.za	Name	
Company	DFE: SSFM	Mobile	083 287 3758	Company	
Designation	Driver	Office		Designation	

Figure 8-9: Verification - 02/02/2023 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	02 Feb 2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME	12:30	Name	ATHANDILE MTSHE
MEETING TYPE	Assessment Process - Team 2B			Company	DFE
VENUE	Meeting Room, 4 <sup>th</sup> Floor, Foretrust Building			Designation	DEIVER
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ATHANDILE MTSHE	Email	AMTSHE@dfef.gov.za	Name	
Company	DFE	Mobile	073 105 8713	Company	
Designation	DEIVER	Office	Foretrust Building (Cape Town)	Designation	
Name	NANINDA MADIKANE	Email	NMadikane@dfef.gov.za	Name	
Company	DFE	Mobile	0731554597	Company	
Designation	ADMIN	Office	FORETRUST (CAPE TOWN)	Designation	
Name	SIKISO MAPHISA	Email	smaphisa@dfef.gov.za	Name	
Company	DFE	Mobile	FORETRUST CAPE TOWN	Company	
Designation		Office		Designation	
Name	Vuyisani Jozani	Email	VJozani@dfef.gov.za	Name	
Company	DFE	Mobile	088 865 4242	Company	
Designation	A.D	Office	043 742 2684	Designation	
Name	Fritz Swaneppel	Email		Name	
Company	Delta BEC	Mobile	074 337 0461	Company	
Designation	Project Manager / Observer	Office		Designation	

Figure 8-10: Verification - 02/02/2023 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	03 Feb 2023	ATTENDEE INFORMATION	
PROJECT NAME	Rights Allocation Process	TIME	09:15	Name	Fritz Swaneppel
MEETING TYPE	Assessment Process - Team 2A			Company	Delta BEC
VENUE	HR Boardroom, 6 <sup>th</sup> Floor, Foretrust Building			Designation	Project Manager / Observer
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ZANETHENBE SWANEPPEL	Email	zswaneppel@dfef.gov.za	Name	
Company	DFE	Mobile	082 443 2685	Company	
Designation	ADMINISTRATOR	Office	074 568 1410	Designation	
Name	Joséphine Joseph	Email	jjoseph@dfef.gov.za	Name	
Company	DFE	Mobile	078 237 0109	Company	
Designation	PCDW: Tech	Office	CPT	Designation	
Name	Mihlo Ponziso	Email	mponziso@gmail.com	Name	
Company	Stowle M	Mobile	0735677508	Company	
Designation	Secretary	Office	Foretrust	Designation	
Name	Gizela Sigau	Email	gsigau@dfef.gov.za	Name	
Company	DFE	Mobile	074 337 0461	Company	
Designation		Office		Designation	
Name	Lahlagano Seshabela	Email	lseshabela@dfef.gov.za	Name	
Company	DFE	Mobile	083 287 3758	Company	
Designation	Driver	Office		Designation	

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

DELTA Sust environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:15		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 <sup>th</sup> Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Szwedepol	Email	fritz.szwedepol@gmail.com		
Company	Delta BEC	Mobile	074 951 0161		<i>[Signature]</i>
Designation	Project Manager / Observer	Office			
Name	NOBUKHULA Makhani	Email	NMakhani@dffe.gov.za		
Company	DEFF / SSFM	Mobile	0818045971		
Designation	Admin	Office	Capetown / Fore Trust		<i>[Signature]</i>
Name	Vuyisani Jozani	Email	VJozani@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		<i>[Signature]</i>
Designation	A.D	Office	043 742 2684		
Name	ATHANDILE MISAKE	Email	A.Misake@dffe.gov.za		
Company	DFFE	Mobile	07155273		<i>[Signature]</i>
Designation	Office administrator	Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			

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

DELTA Sust 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 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	Fritz Szwedepol	Email	fritz.szwedepol@deltabec.com		
Company	Delta BEC	Mobile	074 951 0161		<i>[Signature]</i>
Designation	Project Manager	Office			
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 983 2491		<i>[Signature]</i>
Designation	Observer	Office			
Name	Lehlogonolo Seshabela	Email	l.seshabela@dffe.gov.za		
Company	DFFE	Mobile	083 287 3758		<i>[Signature]</i>
Designation	Driver	Office			
Name	Sighele Sighele	Email	sighele@dffe.gov.za		
Company	DFFE	Mobile	071 461 6671		<i>[Signature]</i>
Designation	Observer	Office			
Name	Munipanyiso Stawley	Email	mstawley@gmail.com		
Company		Mobile	073 567 7508		<i>[Signature]</i>
Designation	Secretary	Office			

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

DELTA Sust 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 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Verification - Team 2B				
VENUE	Foretrust, 6 <sup>th</sup> Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 983 2491		<i>[Signature]</i>
Designation	Observer	Office	011 919 1900		
Name	NOBUKHULA Makhani	Email	NMakhani@dffe.gov.za		
Company	DEFF / SSFM	Mobile	078 1504 5977		<i>[Signature]</i>
Designation	Admin	Office			
Name	SIPHELO MAPHISA	Email	S.maphisa@dffe.gov.za		
Company	DFFE	Mobile	083 737 1711		<i>[Signature]</i>
Designation	FDW	Office			
Name	ATHANDILE MISAKE	Email	A.Misake@dffe.gov.za		
Company	DFFE	Mobile	073 1058 718		<i>[Signature]</i>
Designation	Office Admin (Driver)	Office	N/A		
Name	Vuyisani Jozani	Email	VJozani@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		<i>[Signature]</i>
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: 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 <sup>th</sup> Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swanevel	Email			
Company	Delta BEC	Mobile	074 837 0461		<i>[Signature]</i>
Designation	Project Manager / Observer	Office			
Name	Christian Storn	Email	christian.storn@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 818 1800		
Name	SIPISO MAPHISA	Email	Smapisa@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile			
Designation	FCOW	Office			
Name	Mina Panziso	Email	wssif09@gmail.com		<i>[Signature]</i>
Company	Stavie M Secretariat	Mobile	073 561 7508		
Designation	Secretariat	Office			
Name	Stelma Sogou	Email	sogou@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	0714140671		
Designation	Observer	Office	Secretat		

Figure 8-15: Verification - 07/02/2023 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	07 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30 - 10:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 <sup>th</sup> Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swanevel	Email			
Company	Delta BEC	Mobile	074 837 0461		<i>[Signature]</i>
Designation	Project Manager / Observer	Office			
Name	Christian Storn	Email	christian.storn@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 818 1800		
Name	Vuyisani Jozani	Email	VJozani@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	083 865 4242		
Designation	AD	Office	043 742 2684		
Name	Nkululeko Makhano	Email	NMakhano@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	071 514 517		<i>[Signature]</i>
Designation	Admin	Office	Cape Town MEM		
Name	Alwanda Nisobe	Email	Alwanda@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	073 105 8712		
Designation	Travel	Office	CPT		

Figure 8-16: Verification - 07/02/2023 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	08 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Foretrust, 6 <sup>th</sup> Floor, HR Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 818 1800		
Name	lekgorolo Seshabela	Email	lsheshabela@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	083 287 3758		
Designation	Driver	Office	021 402 3060		
Name	Stelma Sogou	Email	sogou@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	0714140671		
Designation	Observer	Office			
Name	Mina Panziso	Email	wssif09@gmail.com		<i>[Signature]</i>
Company	Stavie M Secretariat	Mobile	073 561 7508		
Designation	Secretariat	Office			
Name	SIPISO MAPHISA	Email	Smapisa@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	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 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 2B				
VENUE	Foretrust, 6 <sup>th</sup> Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabc.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 918 1800		
Name	Nokuthu Mankwane	Email	N.Mankwane@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	078 504 597		
Designation	Admin	Office	1066 Teust Cape Town		
Name	ATHANDILE MYSABE	Email	A.Mysabe@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	073058713		
Designation	DRIVER	Office	Foretrust - Cape Town		
Name	Vuyisani Jozani	Email	V.Jozani@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	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 of 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 <sup>th</sup> Floor, HR Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabc.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 918 1800		
Name	Fritz Swaneepoel	Email	fritz.swaneepoel@deltabc.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	074 387 0461		
Designation	Signal Manager / Observer	Office	021 918 1800		
Name	ZAKHLENI ZAKHLENI	Email	Z.Zakhlени@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	024 412 2683		
Designation	ADMINISTRATOR	Office	047 564 476		
Name	Mina Panzico	Email	wpansico@gmail.com		<i>[Signature]</i>
Company	Stavos M	Mobile	0725671908		
Designation	Secretary	Office			
Name	Frankie Sijm	Email	fsijm@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	0711406671		
Designation	Chairperson	Office			

Figure 8-19: Verification - 09/02/2023 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	09 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust Building, 4 <sup>th</sup> Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swaneepoel	Email			<i>[Signature]</i>
Company	Delta BEC	Mobile	074 387 044		
Designation	Signal Manager / Observer	Office			
Name	Christiaan Storm	Email	christiaan.storm@deltabc.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 918 1800		
Name	SIBISO	Email	S.mpanzico@dffe.gov.za		<i>[Signature]</i>
Company		Mobile	083 732 1711		
Designation		Office			
Name	Vuyisani Jozani	Email	V.Jozani@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	083 845 4242		
Designation	Chairperson	Office	043 742 2684		
Name	Nokuthu Mankwane	Email	N.Mankwane@dffe.gov.za		<i>[Signature]</i>
Company	DFPE	Mobile	071 831 3725		
Designation	Secretary	Office	021402 3344		

Figure 8-20: Verification - 09/02/2023 Team 2B Attendance Register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 Feb 2023	forestry, fisheries & the environment	
PROJECT NAME	Rights Allocation Process	TIME	08:30	Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom, 6 <sup>th</sup> Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email			
Company	Delta BEC	Mobile	076 955 2491		
Designation	Observer	Office	021 818 1800		
Name	Swake Sogun	Email	swake.sogun@dffe.gov.za		
Company	DFFE	Mobile	0714140071		
Designation	Chairperson	Office			
Name	Mina Ranziso	Email	wazara@gmail.com		
Company	Stawie M	Mobile	075277508		
Designation	Secretariat	Office			
Name	ZINETHEMBA SWANENBERG	Email	zswanemb@dffe.gov.za		
Company	DFFE	Mobile	0744132685		
Designation	Atom	Office	Post ST 30445		
Name	Lehlagole Sathabeli	Email	lsathabel@dffe.gov.za		
Company	DFFE - SSFM	Mobile	082 257 3758		
Designation	Driver	Office			

Figure 8-21: Verification - 10/02/2023 Team 2A Attendance Register

DELTA		ATTENDANCE REGISTER		forestry, fisheries & the environment	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 Feb 2023	forestry, fisheries & the environment	
PROJECT NAME	Rights Allocation Process	TIME	08:30	Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 <sup>th</sup> Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		
Company	Delta BEC	Mobile	076 955 2491		
Designation	Observer	Office	021 818 1800		
Name	SIYISO MAFISA	Email	siyiso.mafisa@dffe.gov.za		
Company	DFFE	Mobile	082 333 1211		
Designation		Office			
Name	NOVUMELA Madisa	Email	NMadisa@dffe.gov.za		
Company	DFFE	Mobile	078 1506 597		
Designation	Atom	Office	0780000000		
Name	Mthandile Mthabe	Email	Mthabed@dffe.gov.za		
Company	DFFE	Mobile	073 105 8713		
Designation	Driver	Office	021 402 8158		
Name	Vuyisani Jozana	Email	VJozana@dffe.gov.za		
Company	DFFE	Mobile	083 865 4412		
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
<b>Region</b>	CBD
<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	TEAM: 1, 2, 3	FRITZ SWANEPOEL	NO	YES	14	0	NO	NO	NO	YES

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

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

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

### 8.4.3 DATA COLLECTED

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

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

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

#### 8.4.3.1 Attendance register

DELTA 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 <sup>rd</sup> Floor, Foreweek Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Seneappel	Email	fritz.seneappel@delta.co.za		
Company	Delta BEC	Mobile	074 557 0416		
Designation	Process Manager / Observer	Office			
Name	Alula Wale Ndosu	Email	Ndosu@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	TEAM 3 Chair (BD)	Office	Foreweek Building		
Name	Stephen Sigauzi	Email	ssigauzi@dfpe.gov.za		
Company	DFPE	Mobile	0714146671		
Designation	Team 2 Chair (BD)	Office			
Name	Bonhelo Mkhisi	Email	bonhelo@dfpe.gov.za		
Company	DFPE	Mobile	083 277 5737		
Designation	Team 1 Chair (LWC)	Office	CPT		
Name	Absente Ngqungwana	Email	A.Ngqungwana@dfpe.gov.za		
Company	DFPE	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	KWAME TWUMESIA	Email	kwamtwumesia@gmail.com		
Company	STOWIE M. SECURITIES	Mobile	067 030 3801		
Designation		Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

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

#### 8.4.3.2 Checklist signed by all parties involved

Scanned copies handed over to the DFPE.

## 9 CONCLUSION

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