

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

MASTER REPORT

FINAL REPORT
REVISION 00

MARCH 2023



**forestry, fisheries
& the environment**

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



EXECUTIVE SUMMARY

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

LOCATION	AREA 04
MOBILISATION COMPLIANCE RATING	56%
DISTRIBUTION COMPLIANCE RATING	100%
CATCH - ALL COMPLIANCE RATING	100%
MOBILISATION FOR RECEIPTING COMPLIANCE RATING	100%
RECEIPTING COMPLIANCE RATING	95%
VERIFICATION COMPLIANCE RATING	92%
AVERAGE COMPLIANCE RATING	90%

Table 1-1: Overview of observation

TABLE OF CONTENTS

ANNEXURE D: AREA 04	1
1 INTRODUCTION	7
1.1 BACKGROUND	7
1.2 PURPOSE OF REPORT	8
1.3 STRUCTURE OF REPORT	8
2 APPROACH	10
3 MOBILISATION	11
3.1 OVERVIEW	11
3.2 CRITERIA TO BE MET TO BE SUCCESSFUL	11
3.2.1 POSTER	12
3.2.2 BULK SMS'S	13
3.2.3 RADIO BROADCAST	14
3.3 DATA COLLECTED:	14
3.3.1 OBSERVER FORUM FEEDBACK FORMS	14
3.3.2 LETTERS FROM VARIOUS SERVICE PROVIDERS	15
4 DISTRIBUTION	16
4.1 OVERVIEW	16
4.2 CRITERIA TO BE MET FOR DISTRIBUTION TO BE SUCCESSFUL	17
4.3 WHATSAPP MESSAGES	19
5 CATCH-ALL DISTRIBUTION	22
5.1 OVERVIEW	22
5.2 CRITERIA TO BE MET FOR CATCH-ALL DISTRIBUTION TO BE SUCCESSFUL	23
5.3 WHATSAPP MESSAGES	25
6 MOBILISATION FOR RECEIPTING	29
6.1 OVERVIEW	29
6.2 NEW POSTER	29
7 RECEIPTING	31
7.1 OVERVIEW	31
7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL	32
7.3 WHATSAPP MESSAGES	37
8 VERIFICATION	41
8.1 OVERVIEW	41
8.2 OBSERVER FORUM INVOLVEMENT	41
8.3 ASSESSMENT TEAM	41
8.3.1 CRITERIA TO BE MET FOR THE VERIFICATION PHASE TO BE SUCCESSFUL	43
8.3.1.1 Comments/Issues	45
8.3.2 DATA COLLECTED:	46
8.3.2.1 Attendance register	46
8.3.2.2 Photo's	53
8.3.2.3 Checklist signed by all parties involved	53
8.4 QUALITY CONTROL TEAM	53
8.4.1 QUALITY CONTROL TEAM	54
8.4.2 CRITERIA TO BE MET FOR THE QUALITY CONTROL TO BE SUCCESSFUL	55
8.4.2.1 Comments/Issues	55

8.4.3	DATA COLLECTED	56
8.4.3.1	Attendance register	56
8.4.3.2	Checklist signed by all parties involved.....	56
9	CONCLUSION.....	57

LIST OF FIGURES

Figure 6-1: Mobilisation for Receipting – New poster	30
Figure 6-2: Mobilisation for Receipting – Poster at venue.....	30
Figure 8-1: Verification - 26/01/2023 Attendance Register	46
Figure 8-2: Verification - 27/01/2023 Attendance Register	46
Figure 8-3: Verification - 30/01/2023 Team 2A Attendance Register	47
Figure 8-4: Verification - 30/01/2023 Team 2B Attendance Register.....	47
Figure 8-5: Verification - 31/01/2023 Team 2A Attendance Register	47
Figure 8-6: 31/01/2023 Team 2B Attendance Register	48
Figure 8-7: Verification - 01/02/2023 Team 2A Attendance Register	48
Figure 8-8: Verification - 01/02/2023 Team 2B Attendance Register.....	48
Figure 8-9: Verification - 02/02/2023 Team 2A Attendance Register	49
Figure 8-10: Verification - 02/02/2023 Team 2B Attendance Register.....	49
Figure 8-11: Verification - 03/02/2023 Team 2A Attendance Register	49
Figure 8-12: Verification - 03/02/2023 Team 2B Attendance Register.....	50
Figure 8-13: Verification - 06/02/2023 Team 2A Attendance Register.....	50
Figure 8-14: Verification - 06/02/2023 Team 2B Attendance Register.....	50
Figure 8-15: Verification - 07/02/2023 Team 2A Attendance Register	51
Figure 8-16: Verification - 07/02/2023 Team 2B Attendance Register.....	51
Figure 8-17: Verification - 08/02/2023 Team 2A Attendance Register.....	51
Figure 8-18: Verification - 08/02/2023 Team 2B Attendance Register.....	52
Figure 8-19: Verification - 09/02/2023 Team 2A Attendance Register.....	52
Figure 8-20: Verification - 09/02/2023 Team 2B Attendance Register	52
Figure 8-21: Verification - 10/02/2023 Team 2A Attendance Register	53
Figure 8-22: Verification - 10/02/2023 Team 2B Attendance Register.....	53
Figure 8-23: Verification - 30/01/2023 Team 2A Attendance Register	53
Figure 8-24: Verification - 30/01/2023 Team 2B Attendance Register	53
Figure 8-25: Verification - 01/02/2023 Team 2B Attendance Register	53
Figure 8-26: Verification - 10/02/2023 Team 2B Attendance Register.....	53
Figure 8-27: Quality Control - 10/02/2023 Attendance Register	56

LIST OF TABLES

Table 1-1: Overview of observation	II
Table 3-1: Mobilisation - Planned start vs Actual start	11
Table 3-2: Mobilisation – Poster criteria to be met	12
Table 3-3: Mobilisation - Bulk SMS's criteria to be met	13
Table 3-4: Mobilisation - Radio broadcast criteria to be met	14
Table 3-5: Mobilisation - Data collected	14
Table 4-1: Distribution - Planned start vs Actual start	16
Table 4-2: Distribution -Criteria to be met	17
Table 4-3: WhatsApp conversation, evidence for Error! Reference source not found. item 1,2,3,4 and 5	21
Table 5-1: Catch-All Distribution - Date and Venue	22
Table 5-2: Distribution -Criteria to be met	23
Table 5-3: Catch-All Distribution - WhatsApp messages	25
Table 6-1: Mobilisation for Receipting - Overview of the process	29

Table 7-1: Receipting - Planned start vs Actual start	31
Table 7-2: Receipting - Criteria to be met	32
Table 7-3: Receipting - WhatsApp	37
Table 8-1: Verification - Criteria to be met	43
Table 8-2: Comments and Issues	45
Table 8-3: Verification - Data collected	46
Table 8-4: Verification– Overview	54
Table 8-5: Verification – Quality control criteria to be met	55
Table 8-6: Comments and Issues	55
Table 8-7: Verification - Data collected	56

GLOSSARY OF TERMS AND ABBREVIATIONS

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

1 INTRODUCTION

This chapter will be presented in the following sections:

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

1.1 BACKGROUND

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

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

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

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

1.2 PURPOSE OF REPORT

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

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

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

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

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

1.3 STRUCTURE OF REPORT

The report comprises the following sections:

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

- Section 9: Conclusion

2 APPROACH

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

3 MOBILISATION

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

This chapter is detailed in the following sections:

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

3.1 OVERVIEW

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

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

ITEM	DESCRIPTION
Venue	Melkbos Country Club
Planned Start Date	12 September 2022
Actual Start date	13 September 2022, this date is not definite as the DFFE issue Delta BEC with information retrospectively, this date was deduced by looking at the file name of the photo provided. The photo file name is "IMG-20220912-WA0057Melkbos Country Club".
Data collector	DFFE – No specific person from DFFE observed on the day, the information was received in bulk through Sindisa Sigam.
Effect on applicants	The applicants were given one less day to prepare to be at the distribution phase.
Additional Comments	No observer forum had been formed by the time DFFE commenced with mobilisation, therefore, all mobilisation information was received from DFFE officials through pictures which they downloaded from their WhatsApp group chat.

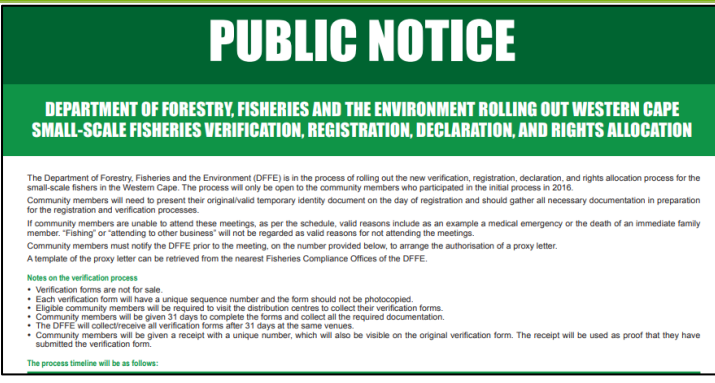
3.2 CRITERIA TO BE MET TO BE SUCCESSFUL

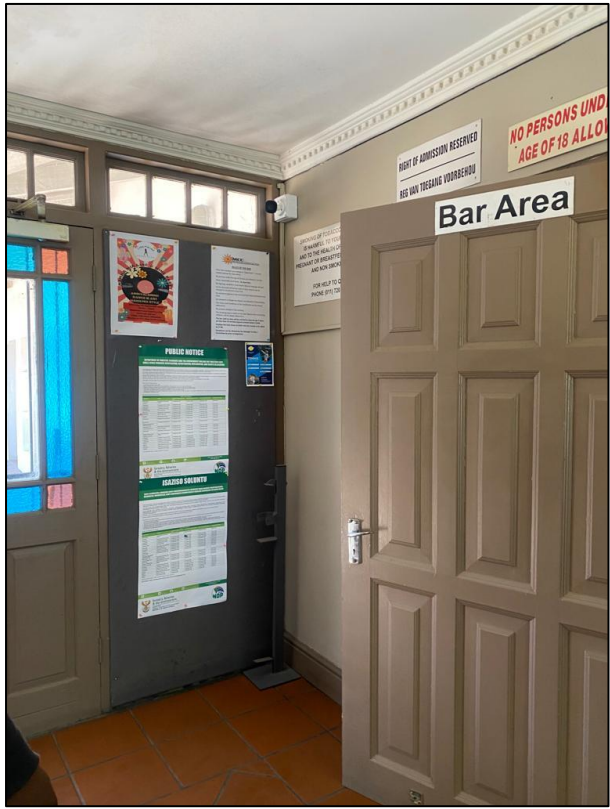
This section presents the posters put up, SMSs sent, and radio broadcasts made by DFFE to communicate the initial timelines to the fishers.

3.2.1 POSTER

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

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

#	CRITERIA TO BE MET	YES/NO																																																																																																																																																							
1	Have posters been designed with the following information:		 <p>PUBLIC NOTICE</p> <p>DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT ROLLING OUT WESTERN CAPE SMALL-SCALE FISHERIES VERIFICATION, REGISTRATION, DECLARATION, AND RIGHTS ALLOCATION</p> <p>The Department of Forestry, Fisheries and the Environment (DFFE) is in the process of rolling out the new verification, registration, declaration, and rights allocation process for the small-scale fishers in the Western Cape. The process will only be open to the community members who participated in the initial process in 2016. Community members will need to present their original/valid temporary identity document on the day of registration and should gather all necessary documentation in preparation for the registration and verification processes.</p> <p>If community members are unable to attend these meetings, as per the schedule, valid reasons include 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. Community members must notify the DFFE prior to the meeting, on the number provided below, to arrange the authorisation of a proxy letter. A template of the proxy letter can be retrieved from the nearest Fisheries Compliance Offices of the DFFE.</p> <p>Notes on the verification process</p> <ul style="list-style-type: none"> • Verification forms are not for sale. • Each verification form will have a unique sequence number and the form should not be photocopied. • Eligible community members will be required to visit the distribution centres to collect their verification forms. • Community members will be given 31 days to complete the forms and collect all the required documentation. • The DFFE will collect/retrieve all verification forms after 31 days at the same venues. • Community members will be given a receipt with a unique number, which will also be visible on the original verification form. The receipt will be used as proof that they have submitted the verification form. <p>The process timeline will be as follows:</p>																																																																																																																																																						
1.1	<ul style="list-style-type: none"> • Visitation schedule 	Yes																																																																																																																																																							
1.2	<ul style="list-style-type: none"> • Location of the venues 	Yes																																																																																																																																																							
1.3	<ul style="list-style-type: none"> • Dates and times for distribution and receipting 	Yes																																																																																																																																																							
1.4	<ul style="list-style-type: none"> • Documents required for registration 	Yes	<table border="1"> <thead> <tr> <th colspan="6">WEST COAST REGION</th> </tr> <tr> <th>COMMUNITY</th> <th>VENUE</th> <th>ESTIMATED MOBILISATION DATE</th> <th>ESTIMATED DISTRIBUTION</th> <th>DFFE COLLECTION DATE</th> <th>REGISTRATION TIME</th> </tr> </thead> <tbody> <tr> <td>Ebenhaasar</td> <td>Ebenhaasar Community Centre</td> <td>19 September 2022</td> <td>3 October 2022</td> <td>7 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Papendorp</td> <td>Papendorp Church Centre</td> <td>19 September 2022</td> <td>4 October 2022</td> <td>8 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Leipolville</td> <td>Leipolville Church Hall</td> <td>19 September 2022</td> <td>6 October 2022</td> <td>10 November 2022</td> <td>09:00-16:00</td> </tr> <tr> <td>Graafwater</td> <td>Leipolville Church Hall</td> <td>19 September 2022</td> <td>6 October 2022</td> <td>10 November 2022</td> <td>09:00-16:00</td> </tr> 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Hopefield	Hopefield Community Hall	19 September 2022	6 October 2022	10 November 2022	09:00-16:00																																																																																																																																																				
Langebaan	Langebaan Thusong Centre	19 September 2022	7 October 2022	11 November 2022	09:00-16:00																																																																																																																																																				
Yzerfontein	Yzerfontein Community Hall	14 September 2022	28 September 2022	2 November 2022	09:00-16:00																																																																																																																																																				
Darling	Darling Community Hall	12 September 2022	27 September 2022	1 November 2022	09:00-16:00																																																																																																																																																				
Mame	Mame Moravian Church Hall	12 September 2022	27 September 2022	1 November 2022	09:00-16:00																																																																																																																																																				
Blouberg	Melkbos Country Club	12 September 2022	26 September 2022	31 October 2022	09:00-16:00																																																																																																																																																				
Allantis	Saxon Sea Civic Centre	12 September 2022	26 September 2022	31 October 2022	09:00-16:00																																																																																																																																																				
1.5	<ul style="list-style-type: none"> • That forms are free 	Yes																																																																																																																																																							

#	CRITERIA TO BE MET	YES/NO	
2	Were the posters put up at the venue and other locations as stated?	N/A	 <p>This image was supplied retrospectively by DFFE and has been placed here under the assumption that they have supplied the correct image</p>
3	Were the posters put up 2 weeks prior to the distribution phase date?	N/A	

3.2.2 Bulk SMS's

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

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

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

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

3.2.3 RADIO BROADCAST

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

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

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

3.3 DATA COLLECTED:

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

Table 3-5: Mobilisation - Data collected

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

3.3.1 OBSERVER FORUM FEEDBACK FORMS

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

3.3.2 LETTERS FROM VARIOUS SERVICE PROVIDERS

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

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

4 DISTRIBUTION

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

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

4.1 OVERVIEW

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

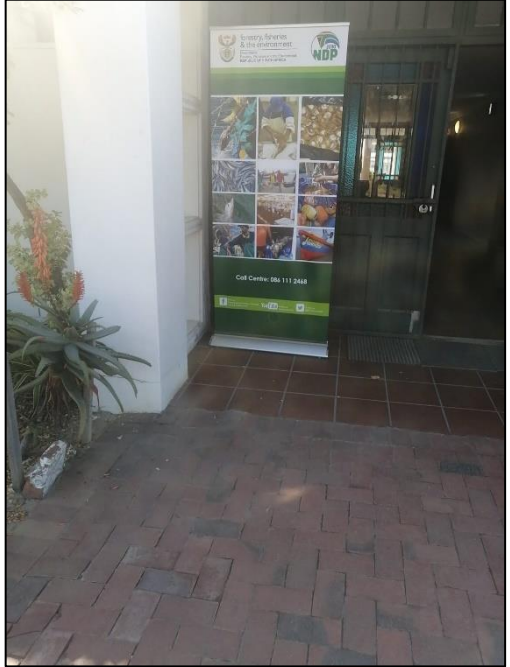
Table 4-1: Distribution - Planned start vs Actual start


ITEM	DESCRIPTION
Venue	Melkbos Country Club
Planned Start Date	26/09/2022
Actual Start Date	26/09/2022
Data collector	Grace Adams – Observer Forum
Effect on applicants	The project is on track to be completed as committed by the department
Additional Comments	N/A

4.2 CRITERIA TO BE MET FOR DISTRIBUTION TO BE SUCCESSFUL

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

Table 4-2: Distribution -Criteria to be met

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

#	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	See above item 4

4.3 WHATSAPP MESSAGES

A WhatsApp group was created specifically for the Melkbos Country Club, 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 **Error! Reference source not found.** item 1,2,3,4 and 5, indicating the correspondence received from the observer for the distribution process.

2022/09/23, 13:37 - 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, 13:37 - Isaac created group "Melkbos Country Club OF"

2022/09/23, 13:37 - Isaac added you

2022/09/23, 14:16 - Isaac removed +27 74 337 0461

2022/09/23, 14:16 - Isaac added Fritz - Delta BEC

2022/09/26, 10:25 - Isaac added +27 63 691 9112

2022/09/26, 10:43 - Desire - Deltz BEC: Morning Hilda

Are you at the venue?

2022/09/26, 10:44 - +27 63 691 9112: Oopsy no I'm not

Desire so sorry I will not be observer

2022/09/26, 10:44 - +27 63 691 9112: I will leave the OF groups

2022/09/26, 11:15 - Desire - Deltz BEC: Morning Grace

2022/09/26, 11:39 - Isaac added +27 79 144 0762

2022/09/26, 11:39 - +27 79 144 0762: Hi everyone

2022/09/26, 11:40 - Desire - Deltz BEC: Thank at last

2022/09/26, 11:42 - Desire - Deltz BEC: Was the venue open on time? Yes or No

2022/09/26, 11:46 - +27 79 144 0762: Yes

2022/09/26, 11:48 - Isaac added +27 71 414 0671

2022/09/26, 11:50 - Desire - Deltz BEC: Do you want all of us to sign on the registration document

2022/09/26, 11:50 - +27 79 144 0762: Yes

2022/09/26, 11:51 - Desire - Deltz BEC: Has the attendance register been signed?

2022/09/26, 11:52 - +27 79 144 0762: Not yet they busy compiling it.

2022/09/26, 11:53 - Desire - Deltz BEC: When done, let me know that's done

2022/09/26, 11:53 - +27 79 144 0762: Will do

2022/09/26, 11:53 - Desire - Deltz BEC: Send me two or three pictures of the officials explaining the process?

2022/09/26, 12:00 - +27 79 144 0762: IMG-20220926-WA0008.jpg (file attached)

2022/09/26, 12:01 - +27 79 144 0762: IMG-20220926-WA0009.jpg (file attached)

2022/09/26, 12:01 - Desire - Deltz BEC: How many people is there in the first group?

2022/09/26, 12:01 - +27 79 144 0762: 5

2022/09/26, 12:01 - +27 79 144 0762: Second group is 2

2022/09/26, 12:02 - Desire - Deltz BEC: Thank you

2022/09/26, 12:03 - Desire - Deltz BEC: On the date of verification form collection did there DFFE explain to the fishes how to fill in the forms?

2022/09/26, 12:06 - +27 79 144 0762: Yes

2022/09/26, 12:07 - +27 79 144 0762: Very clearly and in two different languages.

2022/09/26, 12:39 - Desire - Deltz BEC: History department put up posters in the targeted areas two weeks prior to the meeting?

2022/09/26, 12:40 - +27 79 144 0762: Yes dear

2022/09/26, 12:41 - Desire - Deltz BEC: On the posters was the registration times of venue and the forms fee written?

2022/09/26, 12:42 - +27 79 144 0762: Yes

2022/09/26, 12:44 - Desire - Deltz BEC: Has the department inform applicants of the visible schedule via bulk SMS email telephone calls or relevant radio stations? Yes or No

2022/09/26, 12:45 - +27 79 144 0762: Yes

2022/09/26, 12:47 - Desire - Deltz BEC: Has someone been given the then responsibility of taking tip-offs information

2022/09/26, 12:47 - Desire - Deltz BEC: Yes or no

2022/09/26, 12:47 - +27 79 144 0762: Yes

2022/09/26, 13:02 - +27 79 144 0762: I must say the officials of the department is doing a great job especially the manner they conduct this workshop.

2022/09/26, 13:08 - Desire - Deltz BEC: I am so happy with this feedback

2022/09/26, 13:20 - Desire - Deltz BEC: I am quickly going to get something to eat back in 30mins
2022/09/26, 13:21 - +27 79 144 0762: OK dear
2022/09/26, 13:22 - Desire - Deltz BEC: You have my private number encase you need me urgently
2022/09/26, 14:51 - Desire - Deltz BEC: I am back
2022/09/26, 15:19 - +27 79 144 0762: IMG-20220926-WA0015.jpg (file attached)
2022/09/26, 15:19 - +27 79 144 0762: IMG-20220926-WA0016.jpg (file attached)
2022/09/26, 15:19 - +27 79 144 0762: IMG-20220926-WA0017.jpg (file attached)
2022/09/26, 15:20 - +27 79 144 0762: IMG-20220926-WA0018.jpg (file attached)
2022/09/26, 15:20 - Desire - Deltz BEC: Thank you madam

Table 4-3: WhatsApp conversation, evidence for Error! Reference source not found. item 1,2,3,4 and 5

5 CATCH-ALL DISTRIBUTION

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

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

5.1 OVERVIEW

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

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

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

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

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

Table 5-2: Distribution -Criteria to be met

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

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

5.3 WHATSAPP MESSAGES

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

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

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. 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	Melkbos Country Club
Date new poster was put up	24/11/2022
Original Planned Start Date	31/10/2022
Updated Planned Start Date	06/12/2022

6.2 NEW POSTER

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

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

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

For more information, please contact: 021 402 3614.

Figure 6-1: Mobilisation for Receipting – New poster

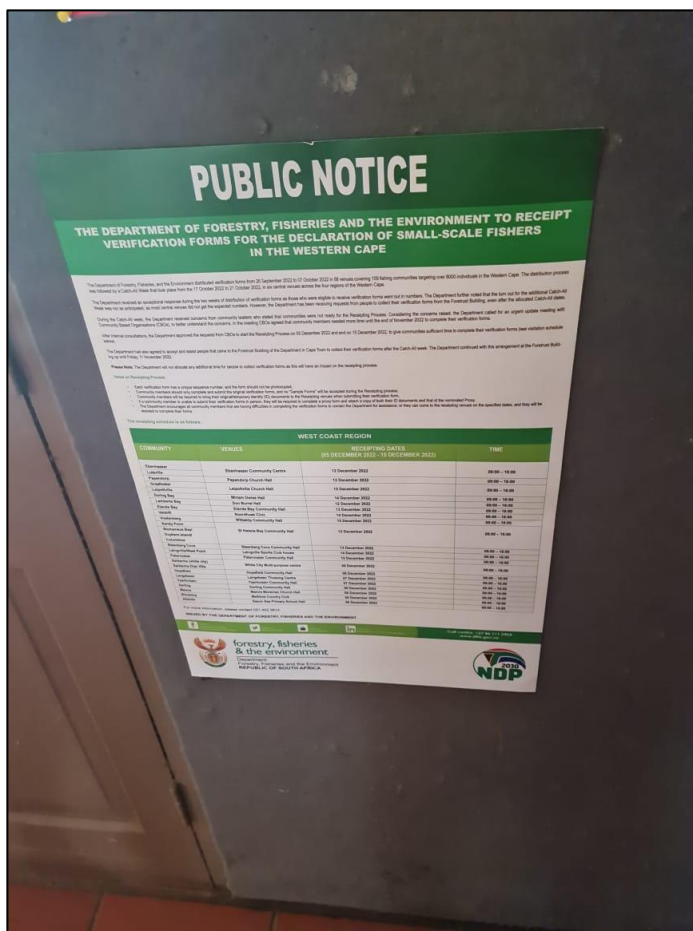


Figure 6-2: Mobilisation for Receipting – Poster at venue

7 RECEIPTING

7.1 OVERVIEW

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

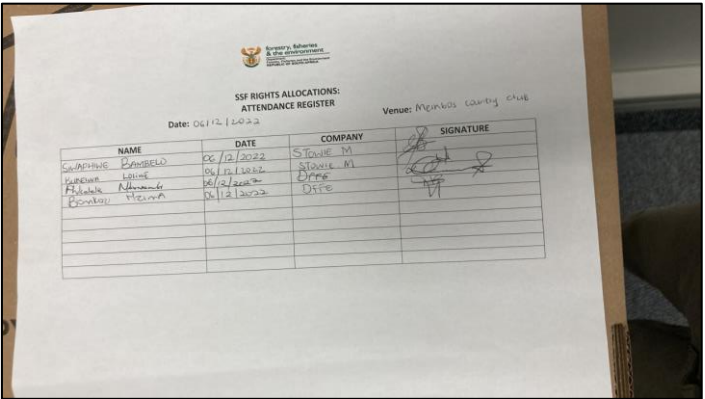

Table 7-1: Receipting - Planned start vs Actual start


ITEM	DESCRIPTION
Venue	Sharon Assembly Hall
Original Planned Start Date	02 November 2022
Updated Planned Start Date	06 December 2022
Actual Start Date	06 December 2022
Data collector	<p>Sir Ngiba – DFFE</p> <p>No observer forum member was able to assist with the observing, and the DFFE member who was to assist with observing did not provide sufficient photos.</p>
Effect on applicants	<p>The project is delayed according to the original start date which means that the applicants will have to wait longer to know the outcome of the process and whether they will be receiving a permit.</p> <p>The delay was caused by fisher representing organisations requesting to have more time for the fishers to fill in the forms.</p>
Additional Comments	<p>Due the fisher organisations requests to move the receipting dates later, DFFE implemented a mobilisation for receipting process whereby they went to the area and put-up new posters indicating the new dates. The above “Updated Start Date” refers to the new start date according to the updated dates.</p>

7.2 CRITERIA TO BE MET FOR RECEIPTING TO BE SUCCESSFUL

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

Table 7-2: Receipting - Criteria to be met

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

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
6	Is there an electronic checklist?	Yes	N/A
7	Is there a stamp pad for complete or incomplete forms?	Yes	
8	Are there receipt books?	Yes	N/A
9	Are there laptops set up?	Yes	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
13	Has the service provider explained the procedure of the day to the fishers?	Yes	N/A
14	Are fishers being guided to data capturers?	Yes	N/A
15	Are the data capturers friendly?	Yes	N/A
16	Are fishers' forms being marked with a big "R" if they are registered on the database?	Yes	N/A
17	Are the data capturers going through the applications to ensure that they are complete?	Yes	N/A
18	Are the data capturers adding a thumbprint where applicants have not signed?	Yes	N/A
19	Are the data capturers filling in the electronic checklist?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
20	Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers' forms after checking them?	Yes	N/A
21	Are data capturers completing the first part of the fisher's application forms?	Yes	N/A
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 capturers stapling all the fisher's documentation ?	Yes	N/A
24	Are the data capturers placing the stapled documentation in the labelled box next to them?	Yes	N/A

#	CRITERIA TO BE MET	WHATSAPP EVIDENCE (YES/NO)	PHOTO EVIDENCE
25	Are there Stowie-M and DFFE team leaders assisting and explaining to the fishers how the process work and facilitating any questions?	Yes	N/A
26	Did the venue close at 16:00?	Yes	N/A

7.3 WHATSAPP MESSAGES

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

Table 7-3: Receipting - WhatsApp

2022/12/02, 11:20 - Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.

2022/12/02, 11:20 - You created group "Melkbos Country Receiptin"

2022/12/06, 09:47 - Fritz - Delta BEC: Good morning @Sindisa Sigam

As communicated before, no OF member were available for this venue today, can you please organize a DFFE member to assist at this venue today, please?

2022/12/06, 10:09 - You added Sindisa Sigam

2022/12/06, 10:14 - Isaac - Delta BEC: Good morning @Sindisa Sigam

As communicated before, no OF member were available for this venue today, can you please organize a DFFE member to assist at this venue today, please?

2022/12/06, 10:28 - Isaac - Delta BEC: @27714140671 Is there no one that can assist with this venue?

2022/12/06, 13:23 - Fritz - Delta BEC: Hi Sindisa, if the venues is slowing down at the moment is it now possible for a DFFE member to assist with the observations?

2022/12/06, 13:48 - Sindisa Sigam: Sir NGIBA Mr Mbonambi SIR.vcf (file attached)

2022/12/06, 13:48 - Sindisa Sigam: Phikelele Mbonambi will assist with Observing here

2022/12/06, 13:50 - You added Sir NGIBA Mr Mbonambi SIR

2022/12/06, 13:50 - Isaac - Delta BEC: Hi Observer Team, thank you for serving your community by agreeing to observe today. This group will be used for communication regarding the venue Melkbos Community Hall, and the receipting process taking place here today. We will be asking a series of "Yes"/"No" questions, please answer them when prompted. In between the questions we will be asking for photos and being given an opportunity to raise concerns, please answer these questions when prompted. They are important for the adequate observation of the DFFE processes.

Please remember that you as the observer are only there to observe and not to make decisions on who gets accepted or not. Please report any concerns via the WhatsApp

group so that DFFE can be notified and try to rectify or address the concern as soon as possible.

2022/12/06, 13:50 - Isaac - Delta BEC: 2.1 Was the venue opened at 08:30?

2022/12/06, 14:44 - Isaac - Delta BEC: @27838728950 are you at the venue

2022/12/06, 15:11 - Fritz - Delta BEC: Hi Phikelele, can you please respond in order to verify you are receiving?

2022/12/06, 15:41 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 15:42 - Isaac - Delta BEC: 2.2 Is there an attendance register for the DFFE team and observer forum?

2022/12/06, 15:42 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 15:42 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 15:42 - Isaac - Delta BEC: 2.3 Have you signed the attendance register? (Send a Photo of the register you signed)

2022/12/06, 15:43 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 15:43 - Isaac - Delta BEC: Can I get a picture of all registers?

2022/12/06, 15:48 - Sir NGIBA Mr Mbonambi SIR: IMG-20221206-WA0097.jpg (file attached)

2022/12/06, 15:48 - Sir NGIBA Mr Mbonambi SIR: IMG-20221206-WA0098.jpg (file attached)

2022/12/06, 15:50 - Isaac - Delta BEC: Is there an attendance register for the fishers to sign?

2022/12/06, 15:51 - Sir NGIBA Mr Mbonambi SIR: IMG-20221206-WA0098.jpg (file attached)

Yes

2022/12/06, 15:51 - Isaac - Delta BEC: Are there electronic and paper copies of the registered fishers?

2022/12/06, 15:54 - Sir NGIBA Mr Mbonambi SIR: No, the service provider has got the copies

2022/12/06, 15:56 - Isaac - Delta BEC: Is there an electronic checklist?

2022/12/06, 16:00 - Sir NGIBA Mr Mbonambi SIR: Stowie has an electronic check list

2022/12/06, 16:01 - Isaac - Delta BEC: Is there a stamp pad for complete or incomplete forms?

2022/12/06, 16:03 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:04 - Isaac - Delta BEC: Can I get a picture?

2022/12/06, 16:07 - Sir NGIBA Mr Mbonambi SIR: IMG-20221206-WA0099.jpg (file attached)

2022/12/06, 16:08 - Isaac - Delta BEC: Are there receipt books?

2022/12/06, 16:09 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:10 - Isaac - Delta BEC: Are there laptops set up?

2022/12/06, 16:10 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:11 - Isaac - Delta BEC: Do the laptops have internet connection? (Ask the laptop operator to open google)

2022/12/06, 16:14 - Sir NGIBA Mr Mbonambi SIR: Yes, we have packed already now we on the way

2022/12/06, 16:15 - Isaac - Delta BEC: I still have a few questions that you and I need to get through.

2022/12/06, 16:15 - Isaac - Delta BEC: Is there a video camera set up?

2022/12/06, 16:15 - Sir NGIBA Mr Mbonambi SIR: Yes there was

2022/12/06, 16:16 - Isaac - Delta BEC: Are there clearly labelled boxes for storing the applications?

2022/12/06, 16:16 - Sir NGIBA Mr Mbonambi SIR: Yes,there was

2022/12/06, 16:16 - Isaac - Delta BEC: Has the service service provider explained the procedure of the day to the fishers?

2022/12/06, 16:17 - Sir NGIBA Mr Mbonambi SIR: Yes, they did

2022/12/06, 16:18 - Isaac - Delta BEC: Are fishers being guided to data capturers?

2022/12/06, 16:18 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:18 - Isaac - Delta BEC: Are the data capturers friendly?

2022/12/06, 16:18 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:19 - Isaac - Delta BEC: Are fishers forms being marked with a big "R" if they are registered on the database?

2022/12/06, 16:20 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:20 - Isaac - Delta BEC: Are the data capturers going through the applications to ensure that they are complete?

2022/12/06, 16:20 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:21 - Isaac - Delta BEC: Are the data capturers adding a thumbprint where applicants have not signed?

2022/12/06, 16:22 - Sir NGIBA Mr Mbonambi SIR: The applicants all signed, the thumbprint wasn't used

2022/12/06, 16:22 - Isaac - Delta BEC: Are the data capturers filling in the electronic checklist?

2022/12/06, 16:22 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:23 - Isaac - Delta BEC: Are the data capturers stamping either "COMPLETE" or "INCOMPLETE" on fishers forms after checking it?

2022/12/06, 16:23 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:23 - Isaac - Delta BEC: Are data capturers completing the first part of the fishers application forms?

2022/12/06, 16:25 - Sir NGIBA Mr Mbonambi SIR: Completing?

2022/12/06, 16:25 - Isaac - Delta BEC: #completing

2022/12/06, 16:28 - Sir NGIBA Mr Mbonambi SIR: Which part

2022/12/06, 16:29 - Isaac - Delta BEC: Are data capturers completing the first part of the fishers application forms?

2022/12/06, 16:29 - Sir NGIBA Mr Mbonambi SIR: No

2022/12/06, 16:29 - Isaac - Delta BEC: Are fishers being issued with receipts? Sporadically check that the receipt number matches the one on their form.

2022/12/06, 16:30 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:30 - Isaac - Delta BEC: Are the data capturers stapling all the fishers documentation?

2022/12/06, 16:30 - Isaac - Delta BEC: You deleted this message

2022/12/06, 16:32 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:34 - Isaac - Delta BEC: Are the data captures placing the stapled documentation in the labelled box next to them?

2022/12/06, 16:34 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:34 - Isaac - Delta BEC: Did the venue close at 16:00?

2022/12/06, 16:34 - Sir NGIBA Mr Mbonambi SIR: Yes

2022/12/06, 16:35 - Isaac - Delta BEC: Thanks

8 VERIFICATION

8.1 OVERVIEW

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

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

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

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

8.2 OBSERVER FORUM INVOLVEMENT

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

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

8.3 ASSESSMENT TEAM

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

Table 8-1: Verification– Overview

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

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

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

Table 8-1: Verification - Criteria to be met

DATE	TEAM	OBSERVER	ATTENDANCE*	CHECKING COMPLETENESS*	IS THE ASSESSMENT TEAM MARKING THE VERIFICATION FORMS AS EITHER "COMPLETE" OR "INCOMPLETE"?	SUCCESSFUL OR UNSUCCESSFUL*	RESERVED APPLICATIONS*	IS THE ASSESSMENT TEAM PROVIDING DETAILED REASONS FOR THE OUTCOMES OF THE APPLICATIONS?	IS THE ASSESSMENT TEAM CAPTURING ALL INFORMATION AND OUTCOMES ON AN ELECTRONIC DATABASE FOR EVERY APPLICANT, COMMUNITY AND REGION?
25-JAN-23	TEAM: 1, 2, 3	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
26-JAN-23	TEAM 2	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
27-JAN-23	TEAM 2	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
30-JAN-23	TEAM 2A	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
31-JAN-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
01-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
02-FEB-23	TEAM 2A	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
03-FEB-23	TEAM 2A	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	FRITZ SWANEPOEL	YES	YES	YES	YES	YES	YES	YES
06-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
07-FEB-23	TEAM 2A	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES
	TEAM 2B	CHRISTIAAN STORM	YES	YES	YES	YES	YES	YES	YES

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

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

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

8.3.1.1 Comments/Issues

Table 8-2: Comments and Issues

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

8.3.2 DATA COLLECTED:

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

Table 8-3: Verification - Data collected

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

8.3.2.1 Attendance register

DELTA build environment consultants				forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA			
ATTENDANCE REGISTER				ATTENDANCE REGISTER			
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	27/01/2023	ATTENDEE INFORMATION	CONTACT INFORMATION	SIGNATURE	
PROJECT NAME	Rights Allocation Process	TIME	08:30	Name	Mihla Panziso	Email	m55f01@gmail.com
MEETING TYPE	Assessment Process			Company	Stawie M	Mobile	013 5671508
VENUE	Foretrust Building, DFFE office, 11R Boardroom			Designation	Secretary	Office	
ATTENDEE INFORMATION				CONTACT INFORMATION			
Name	FITE Swangol	Email	fite.swangol@gmail.com	Name	Nokutha Madibane	Email	NMadibane@dffe.gov.za
Company	Delta BEC	Mobile	074 557046	Company	DEFF	Mobile	031 4023650
Designation	Project Manager	Office	021 818 1300 / 012 369 1950	Designation	ADMINISTRATOR	Office	031 4023630
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com	Name	Lehlapolo Seshabela	Email	lsheshabela@gmail.com
Company	Delta BEC	Mobile	014 965 2491	Company	DFFE	Mobile	
Designation	Observer	Office	021 818 1300	Designation	SAC - Driver	Office	021 402 3060
Name	Sindisa Siganam	Email	siganam@dffe.gov.za	Name	FITE Swangol	Email	fite.swangol@deltabec.com
Company	DFFE	Mobile	071440671	Company	Delta BEC	Mobile	074 337 0401
Designation	Deputy Director	Office		Designation	Project Manager	Office	
Name	Lehlapolo Seshabela	Email	lsheshabela@dffe.gov.za	Name		Email	
Company	DFFE	Mobile	0832873758	Company		Mobile	
Designation	Driver (JAC)	Office		Designation		Office	
Name	ATHANDI MTSABE	Email	A.Mtsabe@dffe.gov.za	Name		Email	
Company	DFFE	Mobile	073 105 3713	Company		Mobile	
Designation	OFFICE ADMINISTRATOR	Office	foretrust building	Designation		Office	

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

DELTA build environment consultants				forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA			
ATTENDANCE REGISTER				ATTENDANCE REGISTER			
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	26/01/2023	ATTENDEE INFORMATION	CONTACT INFORMATION	SIGNATURE	
PROJECT NAME	Rights Allocation Process	TIME	10:30	Name	Mihla Panziso	Email	m55f01@gmail.com
MEETING TYPE	Assessment Process			Company	Stawie M	Mobile	07155671508
VENUE	Foretrust Building, 6 th Floor, 11R Boardroom			Designation	Secretary	Office	Foretrust
ATTENDEE INFORMATION				CONTACT INFORMATION			
Name	ATHANDI MTSABE	Email	A.Mtsabe@dffe.gov.za	Name	Nokutha Madibane	Email	NMadibane@dffe.gov.za
Company	DFFE	Mobile	073 1053 713	Company	DEFF	Mobile	031 4023650
Designation	OFFICE ADMINISTRATOR	Office	021 402 3109	Designation	SAC	Office	Foretrust
Name	SINDISA SIGANAM	Email	siganam@dffe.gov.za	Name	DFFE Sifiso Mapha	Email	085 727 17 11
Company	DFFE	Mobile	071 414 0671	Company	DFFE	Mobile	
Designation	DEPUTY DIRECTOR	Office	021 402 3109	Designation	FCDW	Office	
Name	Maulidwele Morris	Email	Morris@dffe.gov.za	Name		Email	
Company	DFFE	Mobile	071 367 3237	Company		Mobile	
Designation	SPRINKLER ENGINEER: RCU	Office	028 998 9720	Designation		Office	
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com	Name		Email	
Company	Delta BEC	Mobile	016 963 2491	Company		Mobile	
Designation	Observer	Office	021 818 1300	Designation		Office	
Name	RCPW - Sifiso Mapha	Email	021 402 3626	Name		Email	
Company	DFFE	Mobile		Company		Mobile	
Designation	FCDW	Office		Designation		Office	

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	13:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE					
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swanepoel	Email	fritz.swanepoel@deltabec.com		
Company	Delta BEC	Mobile	074 321046		
Designation	Project Manager	Office			
Name	ZANELETHENBE SWANEKOP	Email	zswane@delte.gov.za		
Company	DFPE	Mobile	084 413 2685		
Designation	EO	Office	047 5611410		
Name	Francois Joseph	Email	fjoseph@delte.gov.za		
Company	DFPE	Mobile	082 38469		
Designation	PCOL	Office			
Name	Miria Panziso	Email	wes@delte.gov.za		
Company	Stowee M	Mobile	073 5671508		
Designation	Secretariat	Office			
Name	Lehlaganolo Sesthabela	Email	lsethabela@delte.gov.za		
Company	DFPE	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: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	30/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	10:00		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	HR Boardroom, DFPE				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swanepoel	Email	fritz.swanepoel@deltabec.com		
Company	Delta BEC	Mobile	074 321046		
Designation	Project Manager	Office	083 7371711		
Name	SIPHELO MPPAJA	Email			
Company	DFPE	Mobile			
Designation	PCOL	Office			
Name	NOTHULA MADIRONE	Email	N.Madirone@delte.gov.za		
Company	DFPE	Mobile	081 504 577		
Designation	SAC	Office			
Name	VUYISANI JOZINA	Email	V.Jozina@delte.gov.za		
Company	DFPE	Mobile	083 865 4242		
Designation	Assistant Director	Office	043 742 2684		
Name	Athandile Maseko	Email	A.Maseko@delte.gov.za		
Company	DFPE	Mobile	073 1058715		
Designation	Office Administrator	Office			

Figure 8-4: Verification - 30/01/2023 Team 2B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: 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 2A				
VENUE	HR Boardroom, HR Floor, DFPE Office				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swanepoel	Email	fritz.swanepoel@deltabec.com		
Company	Delta BEC	Mobile	074 321046		
Designation	Project Manager / Observer	Office			
Name	Christian Swane	Email	christian.swane@delte.gov.za		
Company	Delta BEC	Mobile	074 321046		
Designation	Observer	Office			
Name	Lehlaganolo Sesthabela	Email	lsethabela@delte.gov.za		
Company	DFPE	Mobile	081 274 6242		
Designation	Driver	Office			
Name	Sindiso Sigam	Email	sigam@delte.gov.za		
Company	DFPE	Mobile	071 416671		
Designation	Deputy Director	Office			
Name	Miria Panziso	Email	wes@delte.gov.za		
Company	Stowee M	Mobile	073 5671508		
Designation	Secretariat	Office			

Figure 8-5: Verification - 31/01/2023 Team 2A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	31/01/2023		
PROJECT NAME	Rights Allocation Process	TIME	09:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust Building, 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Jensiena Joseph	Email	f.joseph@dffe.gov.za		
Company	DFFE	Mobile	078 238 0109		
Designation	FCOW	Office	CPT		
Name	NOVUTHULA Makhase	Email	N.Madikane@dffe.gov.za		
Company	DFFE	Mobile	078 1504 577		
Designation	ADMINISTRATOR	Office	CPT		
Name	Athandile Mtsabe	Email	A.Mtsabe@dffe.gov.za		
Company	DFFE	Mobile	073 058 713		
Designation	Office Administrator (Dmer)	Office	Foretrust Building		
Name	Vuyisani Jozana	Email	V.Jozana@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		
Designation	A.O	Office	043 747 2689		
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 of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	01/02/2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Foretrust 6 th Floor, HA Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 913 1500		
Name	Fritz Svanepoel	Email	fritz.svanepoel@deltabec.com		
Company	Delta BEC	Mobile	074 357 0461		
Designation	Project Manager / Observer	Office			
Name	Lehlogorolo Seshabela	Email	l.seshabela@dffe.gov.za		
Company	DFFE: SSFM	Mobile	083 287 3753		
Designation	SAC / Driver	Office	021 440 3060		
Name	Mihla Benzi	Email	m.benzi@coastal.gov.za		
Company	Stouwe M	Mobile	073 567 7508		
Designation	Secretary	Office	Foretrust		
Name	Sinda Sijon	Email	s.sijon@deltabec.com		
Company	Delta BEC	Mobile	071 414 6671		
Designation	Observer	Office			

Figure 8-7: Verification - 01/02/2023 Team 2A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	2023-02-01		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 913 1500		
Name	NOVUTHULA Makhase	Email	N.Madikane@dffe.gov.za		
Company	DFFE	Mobile	078 1504 577		
Designation	ADMINISTRATOR	Office	CAPE TOWN		
Name	ATHANDILE MTSABE	Email	A.Mtsabe@dffe.gov.za		
Company	DFFE	Mobile	073 058 713		
Designation	CA (DRIVE)	Office	CAPE TOWN (FORETRUST)		
Name	Jensiena Joseph	Email	joseph@dffe.gov.za		
Company	DFFE	Mobile	078 238 0109		
Designation	FCOW	Office	CPT		
Name	Vuyisani Jozana	Email	V.Jozana@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		
Designation	A.O	Office	043 747 2689		

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	Gisela Sigau
MEETING TYPE	Assessment Process - Team 2A			Company	DELTA BEC
VENUE	HR Boardroom, 6 th Floor, Foretrust Building			Designation	Deputy Director
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swaneepel	Email	fritz.swaneepel@deltabec.com	Name	
Company	DELTA BEC	Mobile	074 571046	Company	
Designation	Project Manager / Observer	Office	0475	Designation	
Name	ZANELEMBEK SWANEWANE	Email	zswane@delteagov.za	Name	
Company	DFFE	Mobile	0824452685	Company	
Designation	ADMINISTRATOR	Office	0815681410	Designation	
Name	Joniene Joseph	Email	jjozph@delte.gov.za	Name	
Company	DFFE: SE	Mobile	072370109	Company	
Designation	PCOW	Office	CPT	Designation	
Name	Mihlo Ponziso	Email	mponziso@gmail.com	Name	
Company	Stowle M	Mobile	0735677508	Company	
Designation	SECRETARIAT	Office	Foretrust Building	Designation	
Name	Lekgopolo Seshabela	Email	lseshabela@delte.gov.za	Name	
Company	DFFE: SSFM	Mobile	0832873758	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	10:30	Name	ATHANDILE MTHAGE
MEETING TYPE	Assessment Process - Team 2B			Company	DFFE
VENUE	Meeting Room, 4 th Floor, Foretrust Building			Designation	DEIVER
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ATHANDILE MTHAGE	Email	AMETHAGE@delte.gov.za	Name	
Company	DFFE	Mobile	073 45 8713	Company	
Designation	DEIVER	Office	Foretrust Building (Cape Town)	Designation	
Name	NKUMIYA MADIKANE	Email	NMadikane@delte.gov.za	Name	
Company	DFFE	Mobile	0981504597	Company	
Designation	ADMIN	Office	FORETRUST (CAPE TOWN)	Designation	
Name	SIKISO MAPISA	Email	smapisa@delte.gov.za	Name	
Company	DFFE	Mobile	0824452685	Company	
Designation	PCOW	Office	FORETRUST (CAPE TOWN)	Designation	
Name	Vuyisani JOZANI	Email	VJozani@delte.gov.za	Name	
Company	DFFE	Mobile	088 865 4242	Company	
Designation	A.D	Office	043 742 2684	Designation	
Name	Fritz Swaneepel	Email	fritz.swaneepel@deltabec.com	Name	
Company	DELTA BEC	Mobile	074 571 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 Swaneepel
MEETING TYPE	Assessment Process - Team 2A			Company	DELTA BEC
VENUE	HR Boardroom, 6 th Floor, Foretrust Building			Designation	Project Manager / Observer
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	ZANELEMBEK SWANEWANE	Email	zswane@delteagov.za	Name	
Company	DFFE	Mobile	0824452685	Company	
Designation	ADMINISTRATOR	Office	0815681410	Designation	
Name	Joniene Joseph	Email	jjozph@delte.gov.za	Name	
Company	DFFE	Mobile	072370109	Company	
Designation	PCOW: Tech	Office	CPT	Designation	
Name	Mihlo Ponziso	Email	mponziso@gmail.com	Name	
Company	Stowle M	Mobile	0735677508	Company	
Designation	SECRETARIAT	Office	Foretrust	Designation	
Name	Gisela Sigau	Email	gsigau@delte.gov.za	Name	
Company	DFFE	Mobile	074 46671	Company	
Designation	DEIVER	Office	Foretrust	Designation	
Name	Lekgopolo Seshabela	Email	lseshabela@delte.gov.za	Name	
Company	DFFE	Mobile	0832873758	Company	
Designation	Driver	Office		Designation	

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

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	03 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:15		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Smeetspel	Email	fritz.smeetspel@gmail.com		
Company	Delta BEC	Mobile	074 957 0161		<i>[Signature]</i>
Designation	Project Manager / Observer	Office			
Name	NMOTSWALE Mphahane	Email	NMmotswale@dffe.gov.za		
Company	DEFF / SSEM	Mobile	081814597		<i>[Signature]</i>
Designation	Admin	Office	Foretrust / Fore Trust		
Name	Vuyisani Jogaane	Email	VJogaane@dffe.gov.za		
Company	DFFE	Mobile	083 865 4242		<i>[Signature]</i>
Designation	A.D	Office	043 742 2684		
Name	ATHANDIWE Mthabane	Email	A.Mthabane@dffe.gov.za		
Company	DFFE	Mobile	07245873		<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 SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	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 Smeetspel	Email	fritz.smeetspel@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	074 957 0161		
Designation	Project Manager	Office			
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office			
Name	Leshabela Seshabela	Email	Leshabela@dffe.gov.za		
Company	DFFE	Mobile	083 287 3758		<i>[Signature]</i>
Designation	Driver	Office			
Name	Sigona Sigona	Email	sigona@dffe.gov.za		<i>[Signature]</i>
Company	DFFE	Mobile	071 414 6711		
Designation	Chairperson	Office			
Name	Mina Pariziso	Email	wssifc9@gmail.com		<i>[Signature]</i>
Company	Stawem	Mobile	073 5677528		
Designation	Secretary	Office			

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

DELTA SUSTAINABLE ENVIRONMENT CONSULTANTS		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	06 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Verification - Team 2B				
VENUE	Foretrust, 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	076 983 2491		
Designation	Observer	Office	021 818 1800		
Name	NMOTSWALE Mphahane	Email	NMmotswale@dffe.gov.za		
Company	DEFF (SSEM)	Mobile	078 1504 597		<i>[Signature]</i>
Designation	Admin	Office			
Name	SIKHISO MAPPARA	Email	Sikhiso@dffe.gov.za		<i>[Signature]</i>
Company	DFFE	Mobile	083 757 7171		
Designation	FDW	Office			
Name	ATHANDIWE MTHABANE	Email	A.Mthabane@dffe.gov.za		
Company	DFFE	Mobile	073 100879		<i>[Signature]</i>
Designation	Office Admin (Driver)	Office	N/A		
Name	Vuyisani Jogaane	Email	VJogaane@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 of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	09:00		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HR Boardroom, 6 th Floor, Fortrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swirepel	Email			
Company	Delta BEC	Mobile	074 2571 0461		
Designation	Project Manager / Observer	Office			
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 818 1800		
Name	SIPHO MAPAPA	Email	Smapapa@dffe.gov.za		
Company	DFFE	Mobile			
Designation	FCOW	Office			
Name	Mina Panziso	Email	wssfo9@gmail.com		
Company	Stawle M Secretariat	Mobile	073 561 7508		
Designation		Office			
Name	Shelton Sogun	Email	sogun@dffe.gov.za		
Company	DFFE	Mobile	0714140871		
Designation	Chairperson	Office	Facilitator		

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	07 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30 - 10:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 th Floor, Fortrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Swirepel	Email			
Company	Delta BEC	Mobile	074 2571 0461		
Designation	Project Manager / Observer	Office			
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 818 1800		
Name	Vusiwezi Jozans	Email	VJozans@dffe.gov.za		
Company	DFFE	Mobile	083 865 4247		
Designation	AD	Office	043 742 2684		
Name	Nobule Mchikano	Email	NMchikano@dffe.gov.za		
Company	DFFE	Mobile	071 514 5977		
Designation	Admin	Office	Care Town MEM		
Name	Akhadise Nisobe	Email	Akhadise@dffe.gov.za		
Company	DFFE	Mobile	071 058 712		
Designation	Panel	Office	CPT		

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Fortrust, 6 th Floor, HR Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storm	Email	christian.storm@deltabec.com		
Company	Delta BEC	Mobile	076 963 2491		
Designation	Observer	Office	021 818 1800		
Name	lekgonolo Seshabela	Email	lseshabela@dffe.gov.za		
Company	DFFE	Mobile	083 287 3758		
Designation	Driver	Office	021 402 3060		
Name	Shelton Sogun	Email	sogun@dffe.gov.za		
Company	DFFE	Mobile	0714140871		
Designation	Chairperson	Office			
Name	Mina Panziso	Email	wssfo9@gmail.com		
Company	Stawle M Secretariat	Mobile	073 561 7508		
Designation		Office			
Name	SIPHO MAPAPA	Email	Smapapa@dffe.gov.za		
Company	DFFE	Mobile	083 727 1711		
Designation		Office			

Figure 8-17: Verification - 08/02/2023 Team 2A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	08 February 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust, 6 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	016 983 2491		
Designation	Observer	Office	021 918 1800		
Name	Nkhuluwazi Madikane	Email	NMadikane@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	078 504 5937		
Designation	Admin	Office	1066 Teust Cape Town		
Name	Athandile Mtsabe	Email	AMtsabe@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	073058713		
Designation	Driver	Office	Foretrust - Cape Town		
Name	Vuyisani Jozane	Email	VJozane@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	083 845 4242		
Designation	Chairperson	Office	043 742 2684		
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-18: Verification - 08/02/2023 Team 2B Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	Foretrust Building, 4 th Floor, HR Boardroom				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christian Storn	Email	christian.storn@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	016 983 2491		
Designation	Observer	Office	021 918 1800		
Name	Fritz Smeppel	Email	fritz.smeppel@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	074 387 0461		
Designation	Regional Manager / Observer	Office	021 918 1800		
Name	Zandile Mthembu	Email	zandile.mthembu@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	024 41 2688		
Designation	ADMINISTRATOR	Office	047 564 4716		
Name	Mihlo Ponziso	Email	wosofore@gmail.com		<i>[Signature]</i>
Company	Stavie M	Mobile	0735671508		
Designation	Secretariat	Office			
Name	Sandra Snyman	Email	sandsnyman@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	0714406771		
Designation	Chairperson	Office			
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	lekgono D	Email	lekgono@dffe.gov.za		<i>[Signature]</i>
Company	DFE:SSFM	Mobile	083 287 3758		
Designation	Driver	Office	021 402 3060		
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-19: Verification - 09/02/2023 Team 2A Attendance Register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	09 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME			
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Foretrust Building, 4 th Floor, Media Room				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Smeppel	Email			<i>[Signature]</i>
Company	Delta BEC	Mobile	074 387 0461		
Designation	Regional Manager / Observer	Office			
Name	Christian Storn	Email	christian.storn@deltabec.com		<i>[Signature]</i>
Company	Delta BEC	Mobile	016 983 2491		
Designation	Observer	Office	021 918 1800		
Name	Sizwe	Email	Sizwe@dffe.gov.za		<i>[Signature]</i>
Company		Mobile	083 737 1715		
Designation		Office			
Name	Vuyisani Jozane	Email	VJozane@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	083 845 4242		
Designation	Chairperson	Office	043 742 2684		
Name	Nkhuluwazi Madikane	Email	NMadikane@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	071 831 3725		
Designation	Secretary	Office	021402 3344		
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Athandile Mtsabe	Email	AMtsabe@dffe.gov.za		<i>[Signature]</i>
Company	DFE	Mobile	073 105 8713		
Designation	Driver	Office	021 402 3159		
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 8-20: Verification - 09/02/2023 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	10 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	08:30		
MEETING TYPE	Assessment Process - Team 2A				
VENUE	HK Boardroom, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		
Company	Delta BEC	Mobile	016 953 2491		
Designation	Observer	Office	021 818 1800		
Name	Siphiso Mnguni	Email	siphiso.mnguni@dffe.gov.za		
Company	DFFE	Mobile	011 414 6071		
Designation	Observer	Office			
Name	Mina Muziso	Email	muziso.mina@gmail.com		
Company	Stawie M	Mobile	075 277 7508		
Designation	Secretariat	Office			
Name	Zwethemba Swandambo	Email	zswandambo@dffe.gov.za		
Company	DFFE	Mobile	084 43 2635		
Designation	Admin	Office	011 414 6071		
Name	Leah Ngendo Sathabel	Email	leah.ngendo@dffe.gov.za		
Company	DFFE - SSFM	Mobile	083 287 3758		
Designation	Driver	Office			

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

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department 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	09:30		
MEETING TYPE	Assessment Process - Team 2B				
VENUE	Media Room, 6 th Floor, Foretrust Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Christiaan Storm	Email	christiaan.storm@deltabec.com		
Company	Delta BEC	Mobile	016 953 2491		
Designation	Observer	Office	021 818 1800		
Name	Siphiso Mnguni	Email	siphiso.mnguni@dffe.gov.za		
Company	DFFE	Mobile	011 414 6071		
Designation	Observer	Office			
Name	Nokuthula Madisa	Email	N.Madisa@dffe.gov.za		
Company	DFFE	Mobile	078 1506 597		
Designation	Admin	Office	011 414 6071		
Name	Athandile Mtsabe	Email	A.Mtsabe@dffe.gov.za		
Company	DFFE	Mobile	073 105 8713		
Designation	Driver	Office	021 402 3158		
Name	Vuyisani Jozana	Email	V.Jozana@dffe.gov.za		
Company	DFFE	Mobile	083 965 4412		
Designation	Chair	Office	043 742 2684		

Figure 8-22: Verification - 10/02/2023 Team 2B Attendance Register
Figure 8-23: Verification - 30/01/2023 Team 2A Attendance Register

eFigure 8-24: Verification - 30/01/2023 Team 2B Attendance Register

rFigure 8-25: Verification - 01/02/2023 Team 2B Attendance Register

Figure 8-26: Verification - 10/02/2023 Team 2B Attendance Register

8.3.2.2 Photo's

Handed over to DFFE as part of the information pack.

8.3.2.3 Checklist signed by all parties involved

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

8.4 QUALITY CONTROL TEAM

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

8.4.1 QUALITY CONTROL TEAM

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

Table 8-4: Verification– Overview

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

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

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

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

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

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

Table 8-6: Comments and Issues

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

8.4.3 DATA COLLECTED

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

Table 8-7: Verification - Data collected

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

8.4.3.1 Attendance register

DELTA built environment consultants		ATTENDANCE REGISTER		forestry, fisheries & the environment Department of Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	
CLIENT NAME	Department of Environment, Forestry and Fisheries	DATE	10 Feb 2023		
PROJECT NAME	Rights Allocation Process	TIME	11:30		
MEETING TYPE	Quality Control Process - Team 1, 2 and 3				
VENUE	M&M Boardroom, 35 th Floor, Foreweek Building				
ATTENDEE INFORMATION		CONTACT INFORMATION		SIGNATURE	
Name	Fritz Szwarcwald	Email	fritz.szwarcwald@gmail.com		
Company	Delta BEC	Mobile	074 557 0461		
Designation	Project Manager / Observer	Office			
Name	Abela Wale Ntosi	Email	NtosiA@dfpe.gov.za		
Company	DFPE	Mobile	078 458 0911		
Designation	TEAM 3 Chair (DD)	Office	Footruck Building		
Name	Stephen Sigau	Email	sigau@dfpe.gov.za		
Company	DFPE	Mobile	074166671		
Designation	Team 2 Chair (DD)	Office			
Name	Bonneton Maki	Email	bonneton@dfpe.gov.za		
Company	DFPE	Mobile	033 227 5707		
Designation	Team 1 Chair (DD)	Office	CPT		
Name	Abayile 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	Kuan Tshweji	Email	kwantshweji@gmail.com		
Company	Stowise M.	Mobile	067 030 3801		
Designation	Secretary	Office	CPT		
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			
Name		Email			
Company		Mobile			
Designation		Office			

Figure 8-27: 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.