



Study on Demarcation of Catchment Management Areas

Stakeholders Surveys Templates Report





- 1. Introduction**
- 2. Demarcation of Catchment Management Areas**
- 3. Consultation approach**
- 4. Stakeholder identification and analysis**
- 5. Guiding principles for the stakeholder/ community consultation exercises**
- 6. Final remarks**



I. INTRODUCTION



CURRENT WORK PHASE

- Deliverable 3 (D-3):
Stakeholder Survey Templates

Phases	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Phase 1 – Planning and data collection												
D-1: Inception Report												
Phase 2 – Mapping												
D-2: Overlaying of Maps Report												
D-3: Stakeholder Survey Templates Report												
Phase 3 - Discussion of catchment areas management approaches												
D-4: Consultation Report												
Phase 4 - Consolidated catchment management strategy												
D-5: Draft Final Report												
Phase 5 - Strategy presentation and validation												
D-6: Final Report												

STAKEHOLDERS SURVEYS TEMPLATES REPORT



- Stakeholder and community consultation is one of the 4 main components of the study;
- The report presents the guiding principles for carrying out the stakeholder/ community consultation, including the questionnaires templates.



Workshop in Gaborone (25/11/2019)



OBJECTIVES

1. **Gather stakeholders' input** regarding the demarcation of CMAs and definition of CMCs, and identify the best approach for Botswana;
2. **Identify the different decentralized institutions and their capacity** for managing water resources at local level, to define the composition of CMCs;
3. Disclose the progress of the *Study on the Demarcation of Catchment Management Areas* for the **community to be informed and engaged.**



MAIN CONCEPTS

- **Catchment Management Areas (CMAs):**
planning units for managing water resources at the lowest level. The CMAs might be defined upon different criteria considering the physical, administrative and political context;
- **Catchment Management Committees (CMCs):**
decentralised bodies, constituted by representatives of different stakeholders' groups, that will be responsible for local level planning, control and monitoring of the CMAs water resources;



2. DEMARCATION OF CATCHMENT MANAGEMENT AREAS



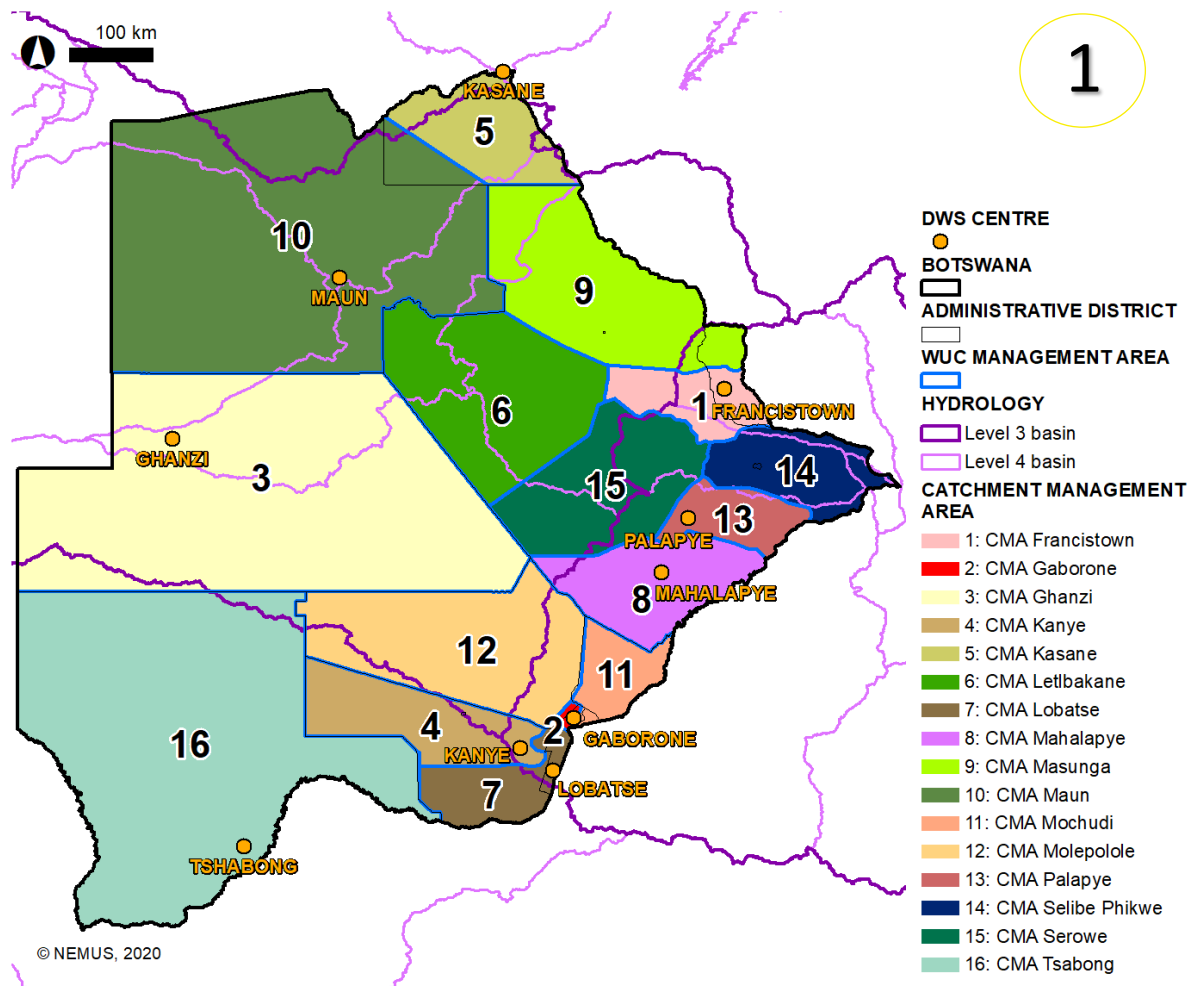
DEMARCATIION OF CMAs; FORMULATED OPTIONS

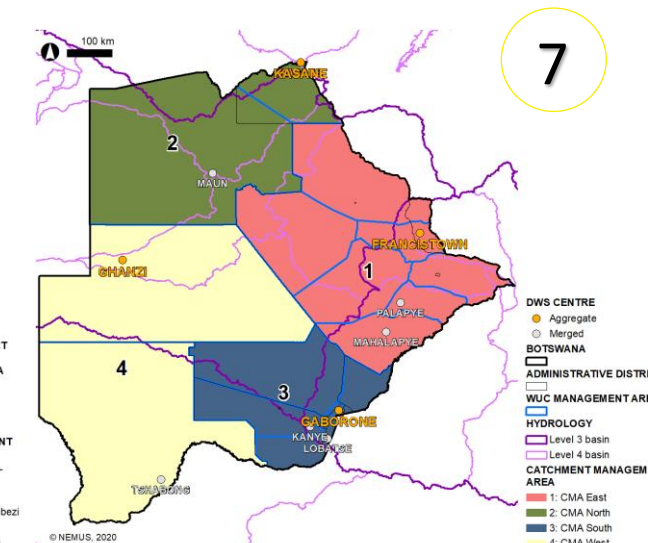
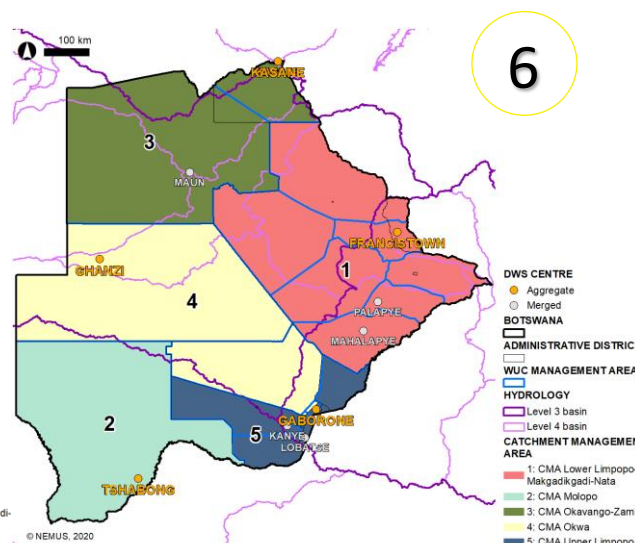
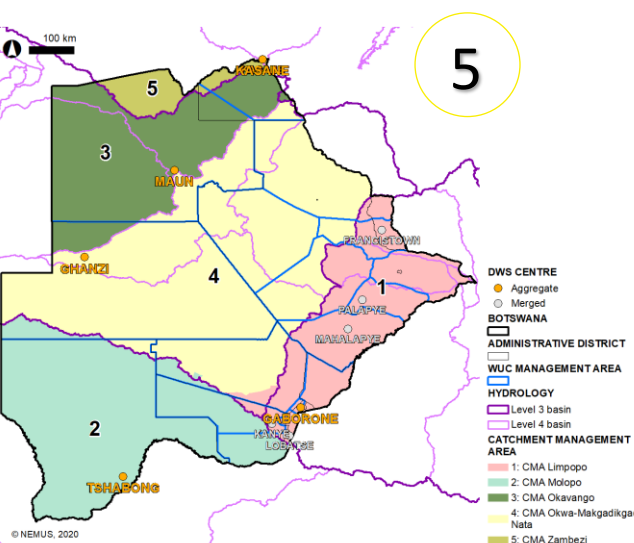
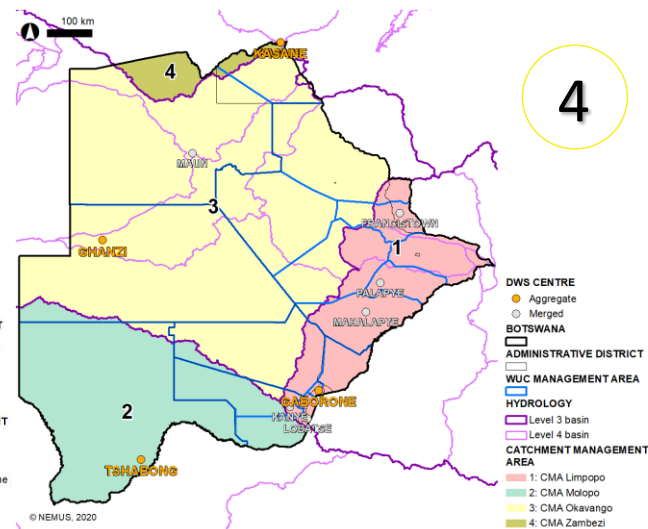
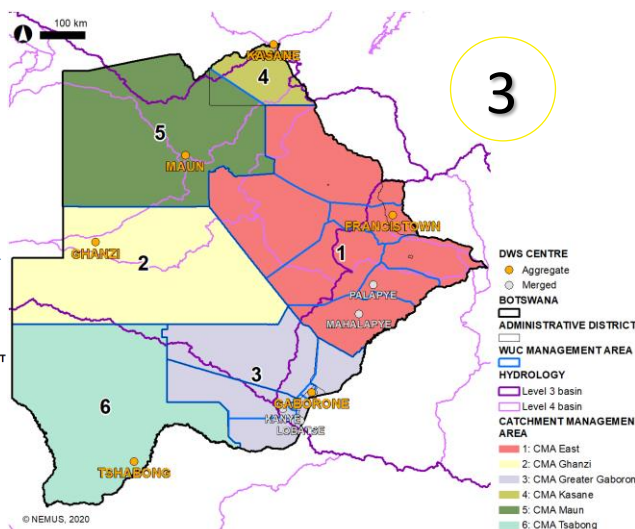
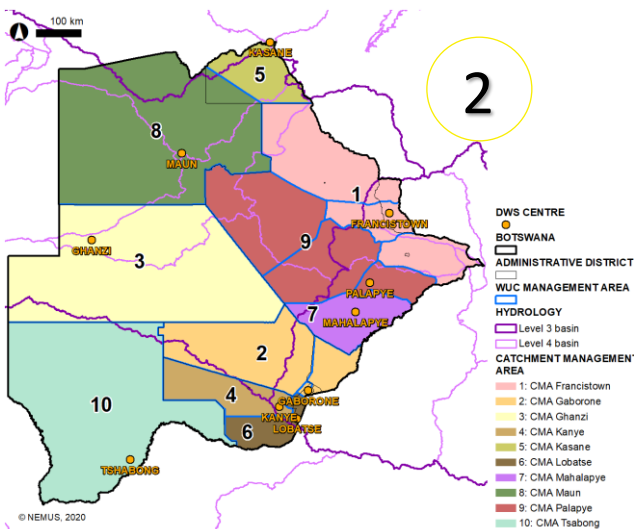
1. Option 1 – **Current Zones CMAs:**
maintaining the business-as-usual spatial governance for water sector;
2. Option 2 – **DWS/WUC Aggregate CMAs:**
merging DWS and WUC current zones into CMAs;
3. Option 3 – **Administrative CMAs:**
CMAs integrate both DWS and WUC zones within the administrative districts;
4. Option 4 – **River Basins CMAs:**
articulation of DWS centres with regional hydrological features to create CMAs;

DEMARCATIION OF CMAs; FORMULATED OPTIONS



5. Option 5 – **Water Sector Aggregate CMAs**: merging DWS and river basins and redefinition of WUC zones according to hydrological features;
6. Option 6 – **River Basins/ Administrative CMAs**: consideration of the administrative districts distribution throughout the hydrological watersheds;
7. Option 7 – **Planning Regions CMAs**: the CMAs reflect the Botswana National Spatial Plan 2036 future planning regions

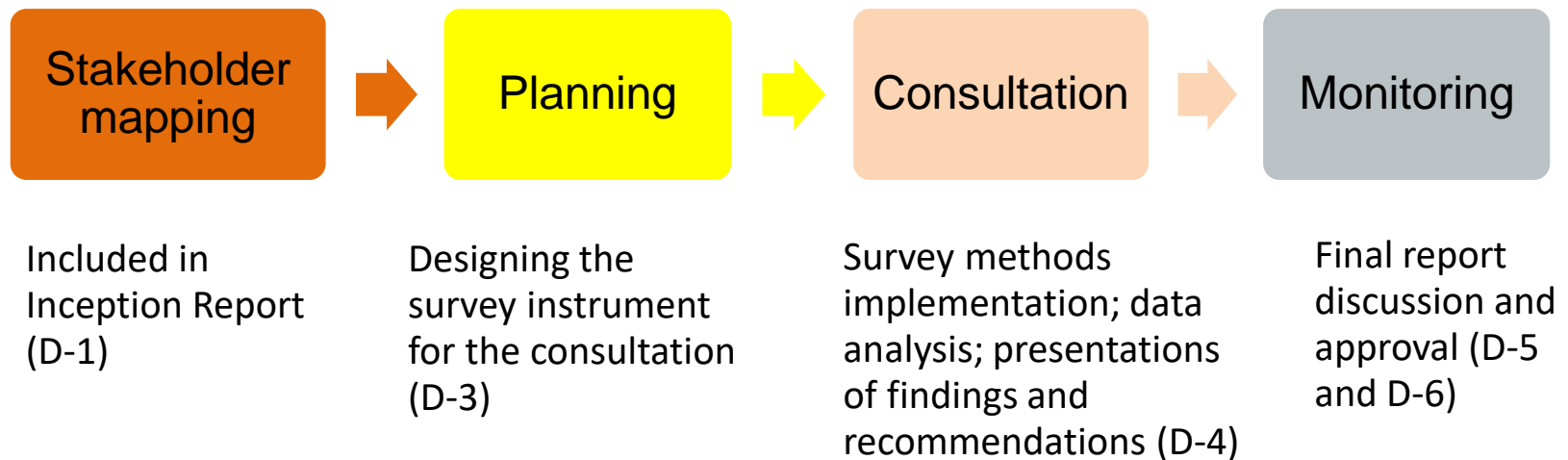






3. CONSULTATION APPROACH

CONSULTATION PROCESS





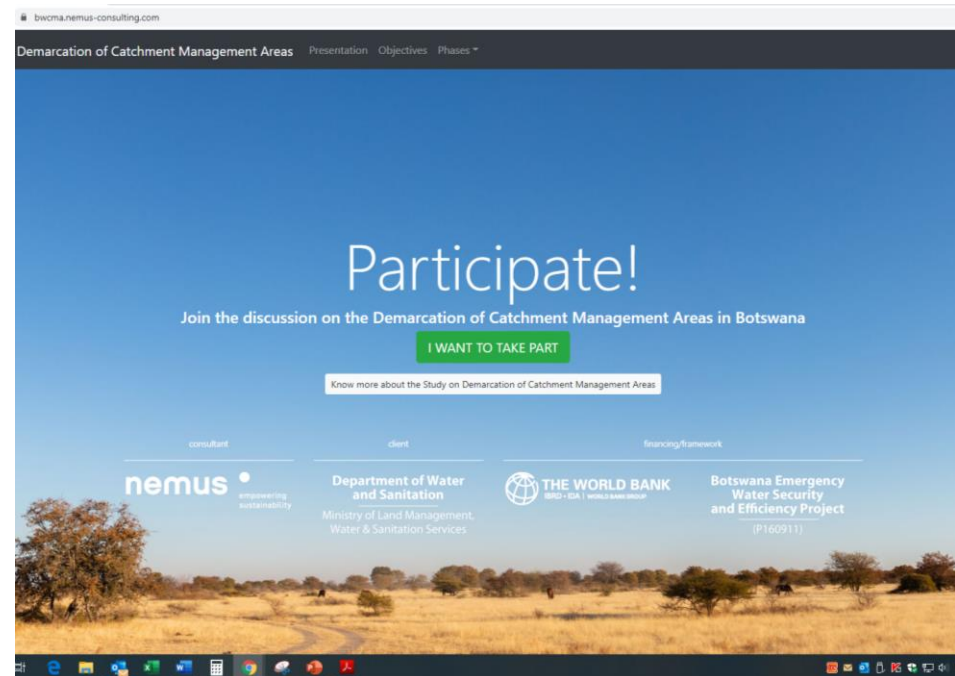
CONSULTATION METHODS

Phase	Type	Target	Applicability
1 and 3	Meeting/ Interviews with key stakeholders	Key stakeholders	<ul style="list-style-type: none"> • Discuss initial processes for catchments demarcation • Review existing village level community structures and administrative capacity to do catchment area management • Individual/small groups more detailed perspectives • Interaction, important for relationship building
3	Questionnaires	Key stakeholders/ Institutions	<ul style="list-style-type: none"> • Base data and initial opinion • Larger samples with lower monetary and time costs • Reach respondents widely scattered
3	Meeting at Kgotla level	Kgotla	<ul style="list-style-type: none"> • Discuss initial proposes for catchments demarcation • Review existing village level community structures and administrative capacity to do catchment area management • Reaching and engaging the community at the lowest level • More time, planning and communication structures
3	Forum	Stakeholders and community	<ul style="list-style-type: none"> • Discussion of formulated catchment area management approaches • Discussion and engagement in decision-making • Collaborate and empower level of public participation
5	National Workshop	Stakeholders	<ul style="list-style-type: none"> • Presentation and validation of the Draft report • Less controversial decision and to identify shared values

PROJECT'S WEBSITE



- Accessible to the public in general;
- Information disclosure and open public participation;
- Community and stakeholders can obtain information quickly and easily;
- Mean of inviting stakeholders to participate in the consultation process – Questionnaire aiming at the public in general.





4. STAKEHOLDERS IDENTIFICATION AND ANALYSIS



POTENTIAL STAKEHOLDERS

- 50 institutions with relevance for water management;
- Institutions might be represented by one or more entities (ministries, departments, association) identified as potential stakeholders;
- Based on this analysis, a stricter group of stakeholders will be defined for each consultation exercise.



5. GUIDING PRINCIPLES FOR THE STAKEHOLDER/ COMMUNITY CONSULTATION EXERCISES

MEETINGS WITH KEY STAKEHOLDERS; OBJECTIVES AND SCOPE



- Main objectives:
 - Establish contacts and build bridges;
 - Fully engage key stakeholders;
 - Gather with more detail and insight the main concerns and suggestions;
 - Understand their capacity for managing water resources at the local-level.
- National and regional level;
- Proposal of 16 meetings at each level;
- Each meeting has at least 1/3 representatives;
- Guide by specific survey framework;

Meeting/ interview worksheet
DATE:
LOCATION:
SESSION GUIDANCE (speaker, moderator and support team):
Level of participation characterization
Participant entities:
Number of participants:
Participation summary
Challenges and critical points observed by participants
Major conflicts identified by participants
Key participant suggestions
Photographic record
Attendance List
Attached to the respective worksheet

MEETINGS WITH KEY STAKEHOLDERS; TARGET STAKEHOLDERS



Scale	Local	Institutions present at each meeting
National	Gaborone	Department of Meteorological Services
		Department of Mines
		Department of Environmental Affairs
		Department of Town and Regional Planning
		Department of Surveys and Physical Planning
		Department of Wildlife and National Parks
		Ministry of Agriculture
		Botswana Association of Local Authorities
		Water Utilities Corporation (WUC)
Regional	Tsabong	Land-Board; District Commissioner; Power Utilities; Umbrella Village Development Committee (VDC) East; VDC West; Department of Water and Sanitation
		Department of Water and Sanitation
	Ghanzi	District Commissioner East; House of Chiefs; Land-Board; Prison; Police; Department of Water and Sanitation; Ministry of Communications; Department of Environmental Affairs; Ministry of Agriculture; Ministry of Education; WUC; Umbrella VDC
		Umbrella VDC Township
	Serowe	District Commissioner
		Umbrella VDC
		Department of Water and Sanitation
		Ministry of Agriculture
	Francistown	District Commissioner
		Department of Water and Sanitation
		Ministry of Agriculture
	Mahalapye	Department of Water and Sanitation; District Commissioner; WUC
	Gaborone	Department of Water and Sanitation

MEETINGS WITH KEY STAKEHOLDERS; TARGET STAKEHOLDERS



- During Phase 1 NEMUS has conducted:
- 9 meetings with national institutions
- 13 meetings with regional institutions



Meeting w/ Francistown District Council (27/11/19)



Meeting w/ Francistown regional MoA Dept. (27/11/19)



Meeting w/ Francistown regional DWS (27/11/19)

MEETINGS WITH KEY STAKEHOLDERS; TARGET STAKEHOLDERS



Meeting w/ Serowe House of Chiefs (26/11/19)



Meeting w/ Serowe MoA Dept. (26/11/19)



Meeting w/ Serowe DWS (26/11/19)



Meeting w/ Serowe Umbrella VDC (26/11/19)



Meeting w/ Ghanzi key stakeholders (22/11/19)



Meeting w/ Mahalapye DWS and WUC (28/11/19)

QUESTIONNAIRES; OBJECTIVE AND TARGET



- Social opinion on:
 - most relevant factors to consider when defining the CMAs;
 - composition and overall set up of the CMCs;
 - main challenges and strategies for each region within water management;
- Two different groups of target stakeholders:
 1. Governmental, technical and academic institutions/entities;
 2. Community and other main users (e.g. industries) representatives.



Stakeholder group	Stakeholders representatives	Number of questionnaires
At national level		
1 - Governmental, technical and academic institutions/entities	Department of Water and Sanitation	1
	Water Utilities Corporation	1
	Ministry of Agriculture	1
	Department of Town and Regional Planning	1
	Department of Environmental Affairs	1
	Department of Wildlife and National Parks	1
	Department of Mines	1
	Department of Surveys and Physical Planning	1
	Department of Meteorological Services	1
	BALA	1
	University of Botswana	1
	Okavango Research Institute	1
	Technical institution	1
	National NGO	1
At regional level		
1 - Governmental, technical and academic institutions/entities	District Councils: North West, North East, Ghanzi, Kgalagadi, Chobe, Southern, Kweneng, Central, Kgatleng, South East	10
	Land-Boards: Chobe, Ghanzi, Kgalagadi, Kgatleng, Kweneng, Maletse, Ngwaketse, Ngwato, Rolong, Tati, Tawana, Tlokweng	12
	House of Chiefs	8
	Department of Water and Sanitation	10
	Water Utilities Corporation	16
2 - Community and other main users (e.g. industries) representatives	Farmers association	6
	Mining corporations	3
	Umbrella VDCs of each region (some regions have north and south umbrella VDCs)	16
	Relevant main users' associations (e.g. NGO's, CBOs)	4

QUESTIONNAIRES; TEMPLATES



Template 1 - for group 1 – Governmental, technical and academic institutions/ entities:

- Content:
 - discussing both the demarcation of CMAs and set up CMCs;
 - opinion on the main challenges regarding water management and possible strategies;
- Implementation:
 - formal invitation.

Template 2 - for group 2 – Community representatives and relevant main users:

- Content:
 - gathering the opinion on the set up of CMCs;
 - challenges regarding water resources, as well as related recommendations;
- Implementation:
 - personally at meetings/ forums;
 - online through the website.

MEETINGS AT KGOTLA LEVEL; OBJECTIVES



- Presenting initial proposals for CMAs demarcation;
- Reviewing existing village level community structures and their involvement/ capacity for catchment area management;
- Collecting other information, namely on expectations, potentialities, vulnerabilities and conflict situations concerning the catchment management areas territorial dynamics.

MEETINGS AT KGOTLA LEVEL; TARGET, EXTENT AND FORMAT



- Aiming at community in general, including community associations related with water management (e. g. CBOs);
- 30 to 80 participants;
- Initial expository session followed by debate;
- Focus group to ease the discussion
- 6 kgotla meetings: Tsabong, Ghanzi, Francistown, Gaborone, Maun and Kasane .

FORUM; MAIN OBJECTIVES AND OUTCOMES



- Present and discuss the assumptions and methods adopted for the demarcation of CMAs;
- Analyse the proposed options for CMAs and identify the best approach;
- Review the capacity of decentralized institutions for managing water resources within a CMC;
- Obtain other specific information relevant to the consolidation of the CMAs demarcation and management proposal.

Main expected outcome



Identify a consensual preferential option

FORUM; EXTENT



- National level:
 - 2 forums - each with 20 to 40 participants:
 1. Early engagement – Inception Report Workshop (W1) held in 25th November;
 2. Intermediate phase to incorporate stakeholders' inputs in final results.
- Regional level
 - 6 forums - each with 15 to 30 participants;
 - 6 different regions

FORUM; STRUCTURE



- Overall structure:
 - Initial presentation of the consultation objectives;
 - Expository session of the catchment management approaches assessed;
 - Debate section;

Timetable	Duration	Moment	Content
8h30-9:00	30'	Reception	<ul style="list-style-type: none"> • Welcome and registration
9:00	-	Opening session	-
9:00-9:15	15'	Introduction	<ul style="list-style-type: none"> • Study briefing • Meeting objectives
9:15-10:00	45'	Demarcation of catchment management areas proposal	<ul style="list-style-type: none"> • Methodology and results of the assessed options for the demarcation of catchment management areas (CMAs)
10:00-10:45	45'	Debate	<ul style="list-style-type: none"> • Group discussion around the assumptions considered for the CMAs demarcation
10:45-11:15	30'	<i>Coffee break</i>	break
11:15-11:45	30'	Catchment management strategies and governance	<ul style="list-style-type: none"> • Review administrative capacity of decentralised water institutions and community structures to do catchment management
11:45 -12:30	45'	Debate	<ul style="list-style-type: none"> • Group discussion about possible management institutional arrangement and main concerns
12:30-13:00h	30'	Conclusions	<ul style="list-style-type: none"> • Summary of discussion results • General conclusions
13:00	-	Closing session	-

NATIONAL WORKSHOP; GENERAL OBJECTIVES AND STRUCTURE



- Present and disseminate the study's main results
- Validate the Draft Final Report (D-5)
- Democratic participation
- One-day event



Specific structure to be further detailed



6. FINAL REMARKS

FINAL REMARKS



- 50 institutions identified as potential stakeholders - 21 specific entities selected as key stakeholders;
- At the national level: 9 meetings and 1 workshop were held, comprising a total of 10 institutions consulted;
- In the regions: 13 meetings with 10 different institutions were conducted.





FINAL REMARKS

- The stakeholders' engagement strategy includes the following consultation exercises which are to be carried out sequentially:

Consultation	Number of exercises	Done	To be done
Interviews/meetings with key stakeholders	16 at national level 16 at regional level Total: 32	9 at national level 13 at regional level Total: 22	7 at national level 3 at regional level Total: 10
Questionnaires	14 at national level 85 at regional level Total: 99	none	14 at national level 85 at regional level
Meetings at kgotla level	6 at regional level	none	6 at regional
Forums	2 at national level 6 at regional level Total: 8	1 at national level (IR workshop)	1 at national level 6 at regional level
National workshop	1 at national level	none	1 at national level



FINAL REMARKS

- Next steps include sending questionnaires:

At national level	
#	Institution
1	Department of Water and Sanitation
2	Water Utilities Corporation
3	Ministry of Agriculture
4	Department of Town and Regional Planning
5	Department of Environmental Affairs
6	Department of Wildlife and National Parks
7	Department of Mines
8	Department of Surveys and Physical Planning
9	Department of Meteorological Services
10	BALA
11	University of Botswana
12	Okavango Research Institute
13	Technical institution
14	National NGO

At regional level	
#	Institution
1	Department of Water and Sanitation
2	Water Utilities Corporation
3	District Councils: North West, North East, Ghanzi, Kgalagadi, Chobe, Southern, Kweneng, Central, Kgatleng, South East
4	Land-Boards: Chobe, Ghanzi, Kgalagadi, Kgatleng, Kweneng, Maletse, Ngwaketse, Ngwato, Rolong, Tati, Tawana, Tlokweng
5	House of Chiefs
6	Farmers Association
7	Mining Corporations
8	Umbrella VDCs of each region
9	Relevant main user's associations (e.g. NGO's, CBO's)

FINAL REMARKS



- Next steps include also:
 - Organizing Regional Forums to be carry out in 6 regions: Tsabong, Ghanzi, Gaborone, Francistown, Maun, Kasane;
 - Planning and carrying out Kgotla Meetings also at 6 regions: Tsabong, Ghanzi, Gaborone, Francistown, Maun, Kasane.



Thank you

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ACRONYMS

CMA	Catchment Management Area
DWS	Department of Water and Sanitation
IWRM-WE	Integrated Water Resources Management and Water Efficiency
MoA	Ministry of Agriculture
WUC	Water Utilities Corporation