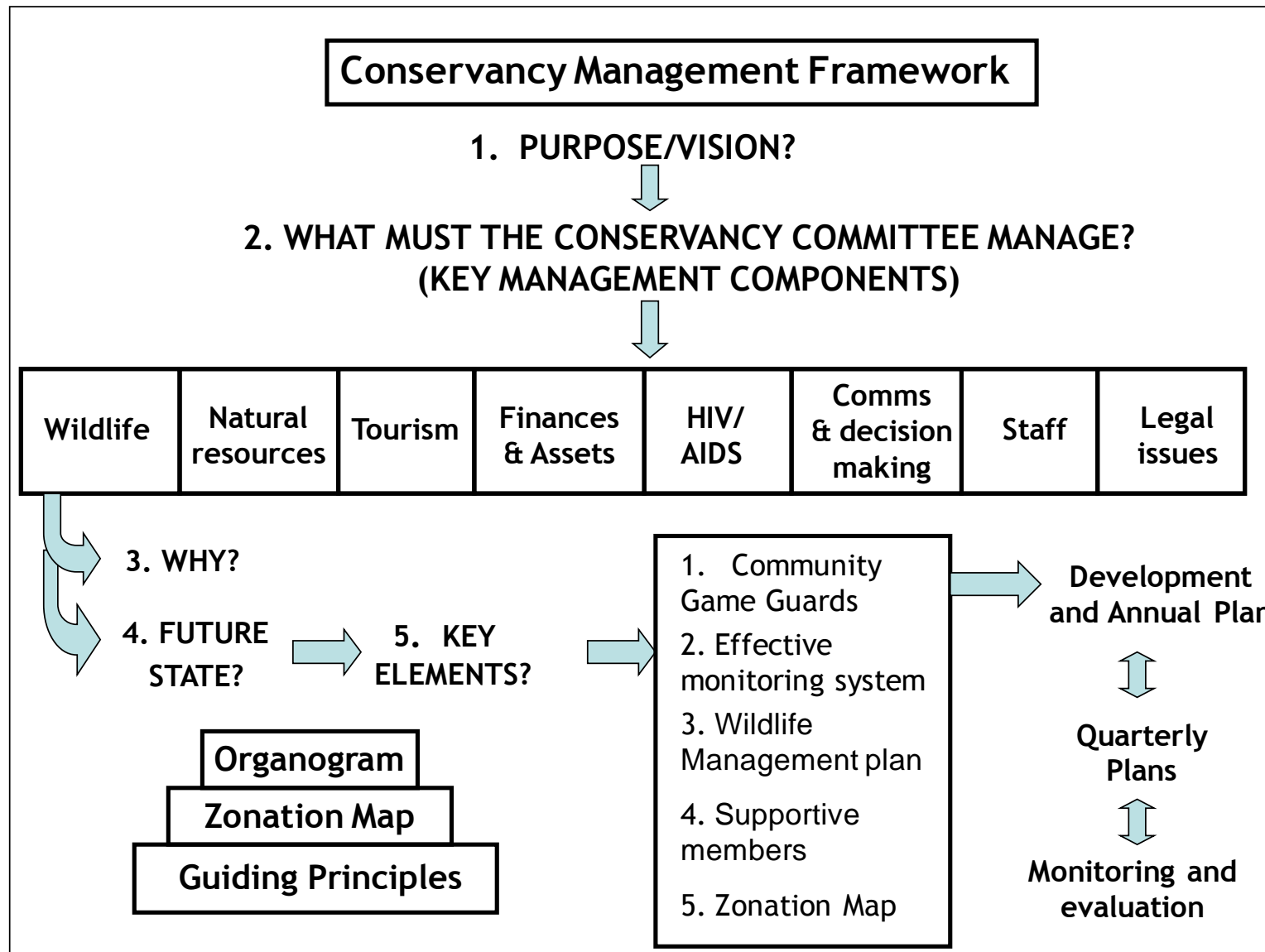


MODULE 1.10, HANDOUT #1: The main components of a conservancy Management Plan Framework



MODULE 1.10, HANDOUT #2: Poster example: Conservancy vision and management components

Conservancy A: Management Plan Framework

INFO

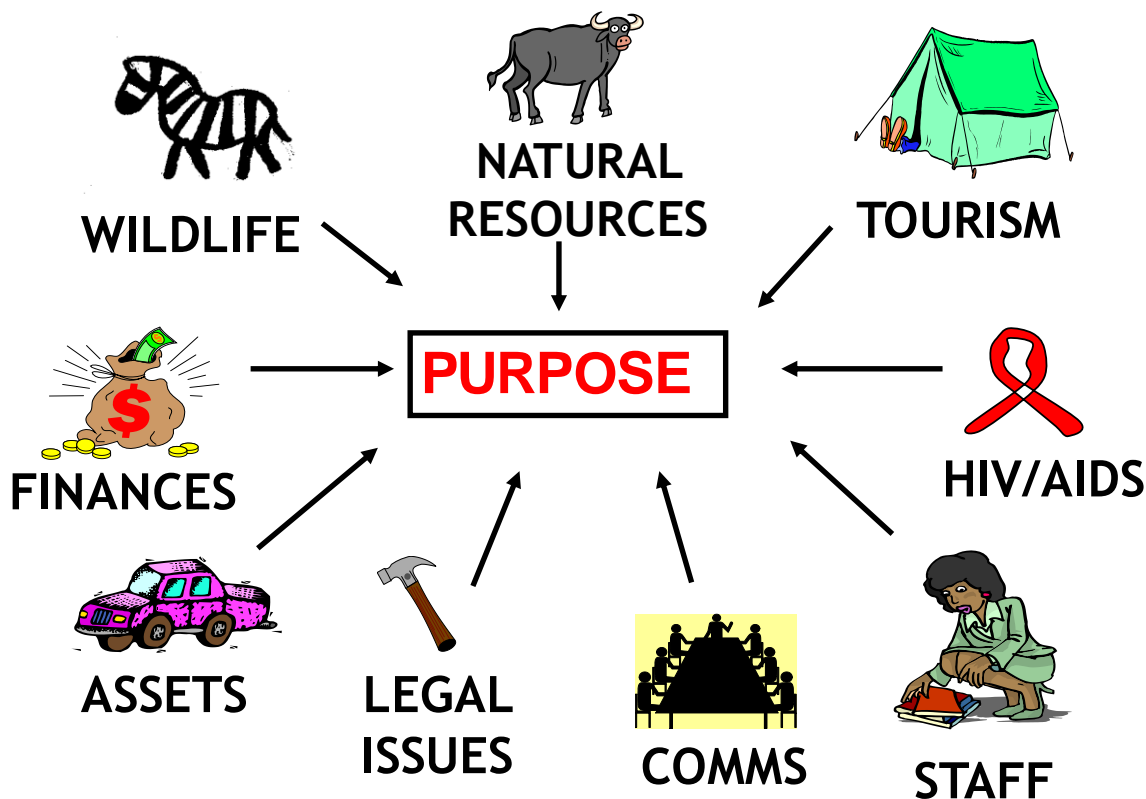
Region: Kunene
 Name: "Conservancy A"
 Area: 2,591 km²
 Registered: July 2003
 Population: ± 2,000

Languages: Damara - nama;
 Otjiherero
 Rainfall: <150mm/yr
 Address: Box 000 Khorixas
 Tel: 065 123456

PURPOSE AND MANAGEMENT COMPONENTS:

To conserve and manage wildlife and natural resources in a sustainable way to gain benefits and to ensure a better quality of life for our members and future generations.

COMPONENTS THAT THE CC MUST MANAGE TO ACHIEVE THE PURPOSE



MODULE 1.10, HANDOUT #3: Poster example: Why conservancy components must be managed well

Why will your purpose fail if you do not manage this item?



1. Wildlife

Why will your purpose fail if you don't manage your wildlife? The purpose will fail because wildlife is the cornerstone of the conservancy. If it is not managed properly the benefits that come from wildlife will be lost.



2. Natural resources

Why will your purpose fail if you don't manage natural resources? The purpose will fail because if natural resources are not managed, the environment will become degraded which will impact on livelihoods such as cropping, livestock and wildlife. Fewer tourists will visit and as a result the quality of life of members will decrease.



3. Tourism

Why will your purpose fail if you don't manage tourism? The purpose will fail because the means of making money for the conservancy will be removed or reduced as well as a major reason for members to protect wildlife.



4. Finances

Why will your purpose fail if you don't manage finances? The purpose will fail because the money generated will be wasted so there will not be enough to pay for the running costs of the conservancy and/or give benefits to the members.



5. HIV/AIDS

Why will your purpose fail if you don't manage HIV/AIDS? The purpose will fail because the conservancy will not achieve its purpose because the capacity of the CC, members and staff will be reduced due to illnesses and deaths.



6. Staff

Why will the purpose fail if staff is not managed? The purpose will fail because the activities of the conservancy will not be carried out effectively.



7. Assets

Why will your purpose fail if you don't manage assets? The purpose will fail because running costs will increase and benefits to members will be minimised.



8. Communication/decision making and organisational structure

Why will the purpose fail if communication/decision making and your organisational structure are not managed well?

The purpose will fail because members and other stakeholders will not be involved in the management of the conservancy. This will result in a decline in support for the continuation of the conservancy.



9. Legal issues

Why will your purpose fail if you do not manage legal issues?

The purpose will fail because if no-one adheres to the rules, MET will remove its support from the conservancy, donors will no longer fund it, members will not receive benefits, and wildlife and natural resources will be reduced.

MODULE 1.10, HANDOUT #4: Poster example: The desired (or required) state for each management component

THE REQUIRED STATE FOR EACH MANAGEMENT COMPONENT (HOW THEY MUST BE TO WORK WELL)

ENVIRONMENTAL:

Wildlife



A system where wildlife is managed by the conservancy in a way that allows numbers to increase to optimum levels and ensures that benefits to members are maximised.

Natural resources



Natural resources that are being used sustainably and are improving towards optimal levels; that are managed by those directly engaged with them and are supported by the conservancy where appropriate.

ECONOMIC:

Tourism



Tourism which is well-planned and managed, takes local land use into account and optimises benefits to members.

ORGANISATIONAL/SOCIAL:

Finances



Funds generated by the conservancy that are managed in a precise, accountable, wise and transparent way to cover conservancy running costs and maximise benefits to members.

HIV/AIDS



The number of people being infected by the HIV virus is reduced and those affected or infected by the disease are helped as far as possible.

Staff



Satisfied, highly capable and well-motivated employees who ensure the conservancy is managed efficiently and effectively so that it is able to achieve its purpose.

Assets



Well-managed assets that last a long time, serve to bring about the conservancy's purpose and therefore allow maximum benefits to members.

Communication and Decision making

Internal (CC - Members, Area reps and TA)



A CC that carries out mandated decisions/actions and consults members and others when required and informs members of progress.

External (CC to MET/Parks/MLRR/Gov. etc.)

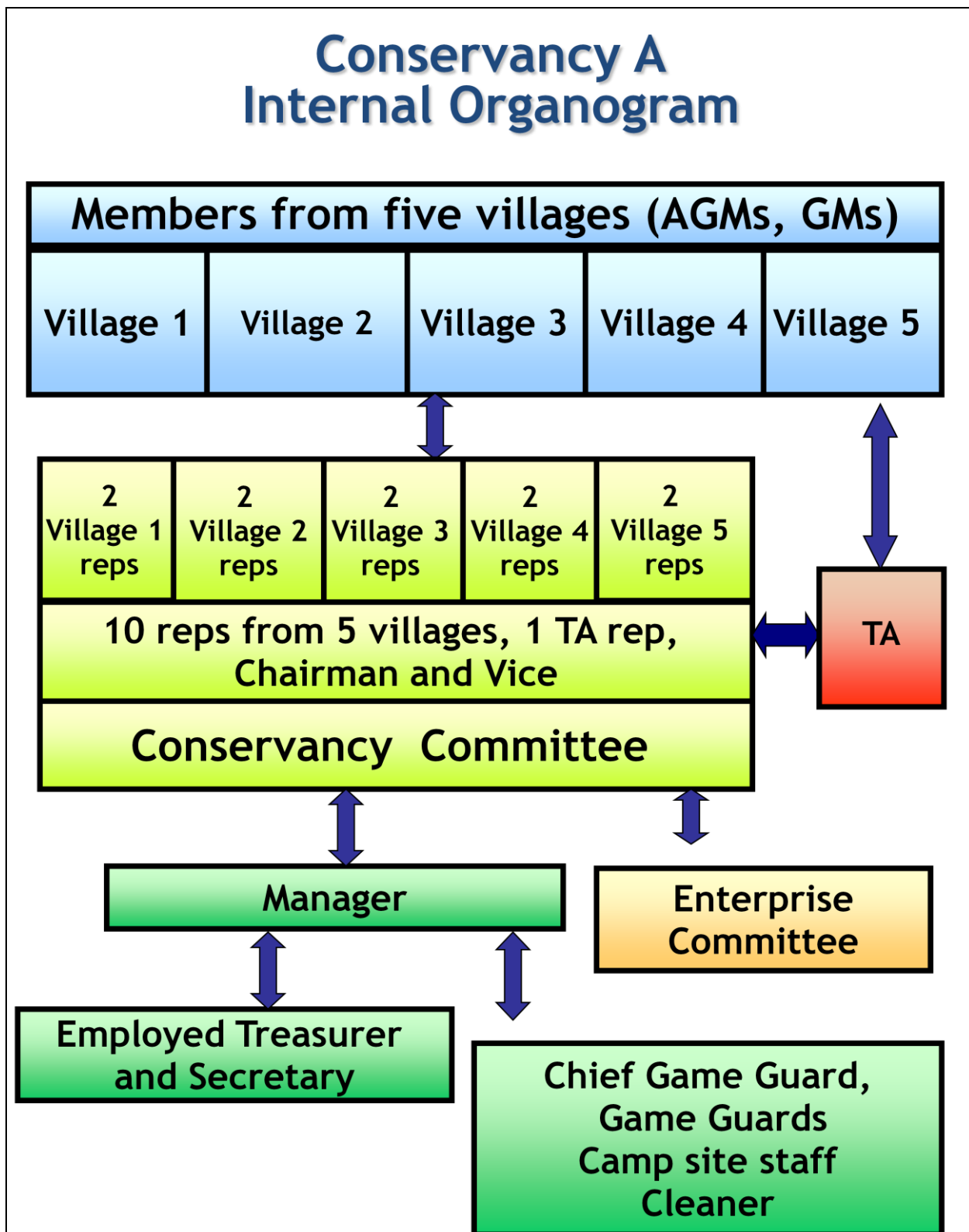
A CC that builds relations with key outside stakeholders, consults when needed and lobbies for the improvement of the conservancy's purpose.

Legal issues



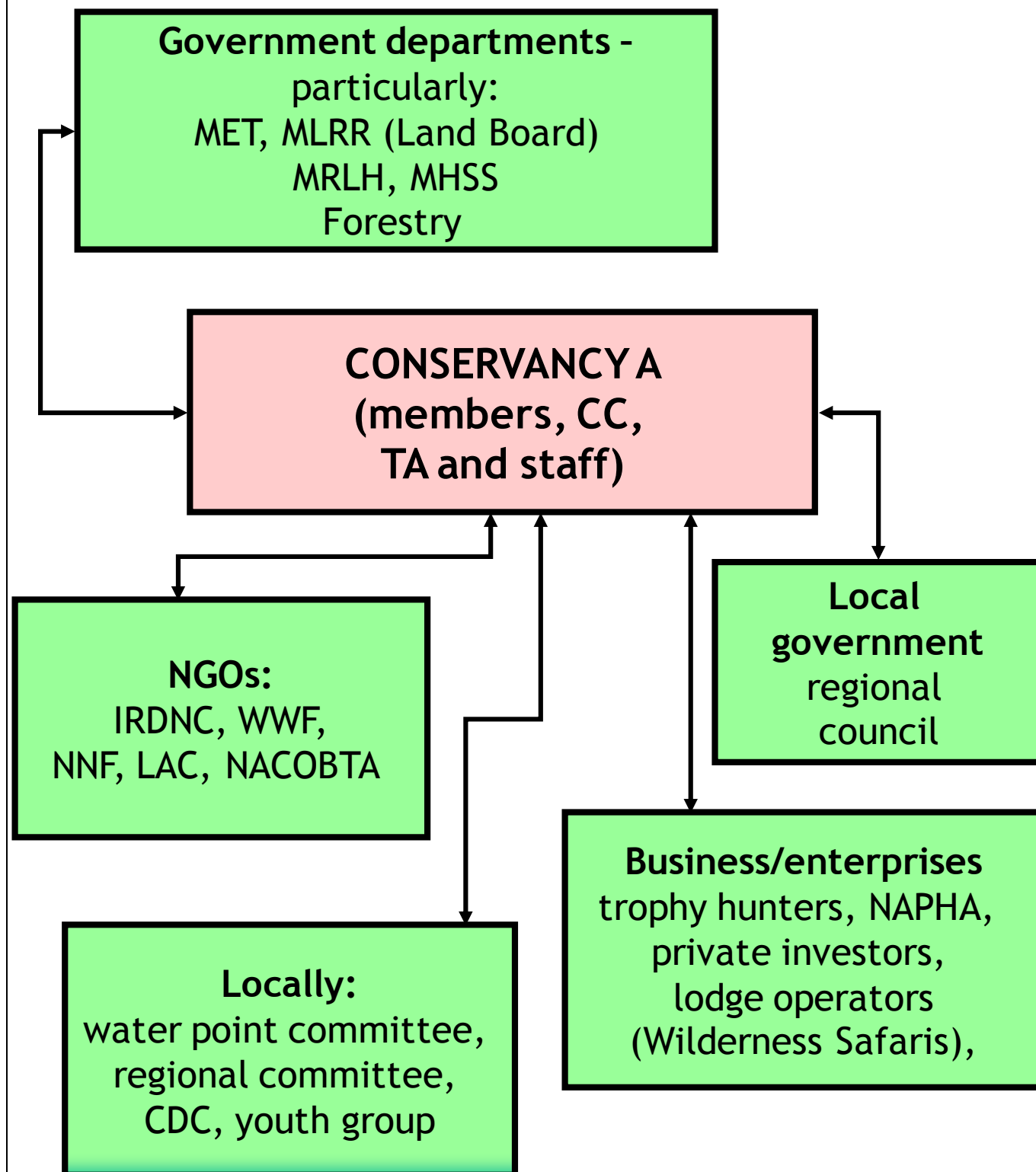
A conservancy which follows the laws of Namibia, as well as its contract and constitution, to prevent deregistration and legal battles and to ensure that it operates as a sound legal body.

MODULE 1.10, HANDOUT #5: Poster example: Conservancy internal organogram



MODULE 1.10, HANDOUT #6: Poster example: Conservancy external organogram

Conservancy A External Organogram



MODULE 1.10, HANDOUT #7: Poster example: Conservancy Development Plan

Conservancy A Development Plan

3 YEAR DEVELOPMENT PLAN OF MANAGEMENT COMPONENTS AND THEIR KEY INGREDIENTS						
A ENVIRONMENTAL COMPONENTS:		When?			Who is responsible?	
1 WILDLIFE	Done	2004	2005	2006	Conservancy	Partners
1.1 An appropriate monitoring system to monitor wildlife trends over time	x				Conservancy	Partners
1.1.1 A community rangers (CRs) system	x				Fabian	Beavan, Dave, Greg, MET
1.1.1.2 Add 5 CRs (depending on funding)			x		Lusepani (Chairman)	IRDNC, WWF
1.2 A wildlife management plan which is adaptive and includes:		x			Benety (Manager)	Beavan, Dave, Greg, MET
1.2.1 A wildlife utilisation plan that is sustainable and a procedure to apply for quotas		x			Benety	IRDNC-Beavan, NRM team-Jo, Greg, Simon, Dave
1.2.2 An animal/human conflict mitigation strategy	x				Fabian	MET-Katima, Lister
1.2.3 A game introduction plan (lechwe, w. buck, b. buck, zebra)			x		Lusepani	MET
1.3 A wildlife zonation map that feeds into the overall conservancy zonation map (revise)		x			Lusepani and Benety	NNF-Simon, IRDNC
1.4 Members who understand and are supportive of wildlife management			x		Benety, Lusepani	IRDNC
2 NATURAL RESOURCES	Done	2004	2005	2006	Conservancy	Partners
2.1 A resource zonation map that feeds into the overall zonation map		x			Lucepani	Simon
2.2 A community resource monitors system	x				Brightness/Likukela	Janet
2.3 A management plan for those natural resources that are directly managed by the CC:						
2.3.1 Devil's Claw		x			Gilbert	CRIAA, MET
2.3.2 Reeds						
2.3.3 Thatching grass						
2.3.4 Palms						
2.3.5 Water points			x		Lucepani	DWA, MET, DoF, MoA
2.3.6 Papyrus/ luhasha						
2.4 A management strategy for those NR that are supported i.e. not directly managed by the CC:						
2.4.1 Livestock and grazing				x	Lucepani	IRDNC-Garth, Dept Agric, Colin Nott, Vet. Services
2.4.2 Fish			x		Vincent and Perrisy	Dept. Fisheries
2.4.3 Crops		x			Lucepani	Likwama, DES
2.4.4 Forests			x		Benety	DWA, MET, DoF, MoA
B ECONOMIC COMPONENTS	When?			Who is responsible?		
3 TOURISM / BUSINESS AND ENTERPRISES (BED)	Done	2004	2005	2006	Conservancy	Partners
3.1 Participatory tourism development plan (what are the opportunities ?)						
3.2 Tourism management plan (how do we manage tourism attractions, facilities & activities)						
3.3 Policy and regulations to allow implementation of tourism management plan						
3.4 Conservancy members, committee and staff who understand how tourism & business functions						
3.5 Monitoring systems to keep track of enterprise performance						
3.6 The following infrastructure and enterprises appraised for viability and if viable, developed:						
3.6.1 Campsite at Bum Hill						
3.6.2 Campsite at Nzuzu						
3.6.3 Campsite at Chisu						
3.6.4 Lodge at Nguru						
3.6.5 Craft market (to be incorporated into the Cultural & Information Centre - Kongola area)						
3.6.6 Traditional village (to be incorporated into the Cultural & Information Centre - Kongola area)						
3.6.7 Trophy hunting						
3.6.8 Negotiated concession area in Kwandu core						
3.7 A map of potential and existing tourism sites that feeds into the overall zonation map - revise						
C ORGANISATIONAL/ SOCIAL COMPONENTS	When?			Who is responsible?		
4 FINANCES	Done	2004	2005	2006	Conservancy	Partners
4.1 Documents that guide financial management including:						
4.1.1 Business plan		x			Benety	NNF- Sonja, IRDNC, MET-Morgan
4.1.2 Investment plan		x			Benety	NNF- Sonja, IRDNC, MET-Morgan
4.1.3 Equitable benefits distribution plan		x			Treasurer	NNF- Sonja, IRDNC, MET-Morgan
4.2 A financial management system that includes:						
4.2.1 A budget	x					
4.2.2 Record keeping system		x			Benety and Treasurer	NNF- Sonja, IRDNC, MET-Morgan
4.2.3 Accounting systems		x			Benety and Treasurer	NNF- Sonja, IRDNC, MET-Morgan
4.2.4 Independent annual audit			x		Benety and Treasurer	NNF- Sonja, IRDNC, MET-Morgan
4.3 Treasurer and manager who are trained in financial management (training course)		x	x		Benety and Treasurer	NNF- Sonja, IRDNC, MET-Morgan
4.4 Committee members and chairman who are trained to manage the manager and treasurer		x	x		Conservancy committee	NNF- Sonja, IRDNC, MET-Morgan
4.5 Services of a registered bookkeeper			x		Treasurer	NNF- Sonja, IRDNC
4.6 Policies and procedures document for the management of conservancy finances		x			Benety and Treasurer	NNF- Sonja, IRDNC, MET-Morgan
5 STAFF	Done	2004	2005	2006	Conservancy	Partners
5.1 A staff policy document		x			Benety	IRDNC-Daisy, Angela, MET, Colin, Ronnie
5.2 A recruitment and selection procedure			x		Lusepani	IRDNC-Daisy, Angela, MET, WWF
5.3 An induction, training and development procedure			x		Lusepani	IRDNC-Daisy, Angela, MET, WWF
5.4 A performance and development procedure		x			Lusepani	IRDNC-Daisy, Angela, MET, WWF
5.5 A reward and recognition procedure		x			Lusepani	IRDNC-Daisy, Angela, MET, WWF
5.6 A staff leavers procedure		x			Lusepani	IRDNC-Daisy, Angela, MET, WWF
5.7 Compliance with government regulations for employers procedures		x			Lusepani	IRDNC-Daisy, Angela, MET, WWF
6 ASSETS	Done	2004	2005	2006	Conservancy	Partners
6.1 A system for management of consumable assets		x			Benety	IRDNC, WWF IDWG
6.2 A fixed assets register		x			Benety	IRDNC, WWF IDWG
6.3 A policy document for assets management		x			Benety	IRDNC, WWF IDWG, MET-Morgan
6.4 An office management system		x			Benety	IRDNC, WWF IDWG
7 COMMUNICATION AND DECISION-MAKING	Done	2004	2005	2006	Conservancy	Partners
7.1.1 An appropriate internal organogram (with clearly defined roles, responsibilities + rights for employees)	x				CC	IRDNC-Daisy, Angela, WWF-Ronnie, Colin
7.1.2 An external organogram		x			CC	IRDNC, WWF
7.2 A trained committee		x	x	x	CC	IRDNC-Daisy, Angela, WWF-Ronnie, Colin
7.3 A procedure for management of key partner relations			x		Lusepani and Benety	IRDNC-Daisy, Angela, WWF-Ronnie, Colin
7.4 An annual communication and decision-making plan			x		Lusepani	IRDNC-Daisy, Angela, WWF-Ronnie, Colin
7.5 A procedure for conducting an effective AGM			x		Lusepani	IRDNC-Daisy, Angela, WWF-Ronnie, Colin
8 HIV/AIDS	Done	2004	2005	2006	Conservancy	Partners
8.1 A locally developed programme in keeping with cultural traditions		x			Perris	NACSO-Velia, IRDNC-Janet
8.2 A clear policy or guidance (addressing treatment, testing, counseling etc.)		x			Perris	NACSO-Velia, IRDNC-Janet
8.3 A conservancy with reduced attitudes of discrimination towards HIV/AIDS			x		Perris	NACSO-Velia, IRDNC-Janet
8.4 A network of HIV/AIDS organisations			x		Perris	NACSO-Velia, IRDNC-Janet
9 LEGAL ISSUES	Done	2004	2005	2006	Conservancy	Partners
9.1 A constitution that is understood and used	x					
9.2 Registered conservancy with copies of all relevant records	x					
9.3 A committee, TA, staff and members who are fully informed of the legal rights of the conservancy			x		CC	IRDNC, MET, NACSO IDWG
10 INFRASTRUCTURE/OTHER	Done	2004	2005	2006	Conservancy	Partners
10.1 Develop a road plan					Sikabelize/Makoka	IRDNC
10.2 Build a conservancy office	x				Sikosi, Leonard M	DWA, Janet
10.3 Develop an environmental education centre				x	CC	IRDNC
10.4 A land-use plan with areas zoned for different land-use options (based on 3 maps above)- revise		x			CC	IRDNC, MET

