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**IWRM in the Cuvelai-Etосha Basin**

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## **Training Module**

**on**

**Reporting procedures**

**for**

**Basin Support Officers and Basin Management  
Committee members**

**July 2013**

**Developed by**

Desert Research Foundation of Namibia (DRFN) and Heyns International Water Consultancy (HIWAC), October 2012, on behalf of the "IWRM in the Cuvelai-Etосha Basin" - Project

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## **LEARNING OBJECTIVES**

At the end of this module it is expected that a Basin Support Officer (BSO), Basin Management Committee (BMC) members and other participants:

- Understand the structure and functions of various directorates and divisions in Department of Water Affairs and Forestry (DWAF) and clearly know who to contact for specific issues or when they need assistance.
- Understand and are able to follow the correct steps and procedures of reporting using the right format and approach in reporting.

### **Materials needed:**

- Flip chart stand and paper
- Brown sheets
- Pens
- Cards
- Notebooks

## CHAPTER 1: INTRODUCTION

The Ministry of Agriculture, Water and Forestry (MAWF)'s mandate is to **promote, develop, manage** and **utilize** Agriculture, Water and Forestry resources.

### **Mission of MAWF**

The Mission of MAWF is to realise the potential of the Agricultural, Water and Forestry sectors towards the promotion of an efficient and sustainable socio-economic development for a prosperous Namibia.

### **Vision of MAWF**

The Vision of MAWF is where the nation's Agricultural, Water and Forest resources are sustainably and equitably used for improved livelihood, wellbeing and wealth for all.

MAWF is divided into two departments

1. Department of Water Affairs and Forestry (DWAF)
2. Department of Agriculture (DoA)

For the purpose of the users of this module (BSOs and BMCs) the focus in this module is on Directorate of Resource Management (DRM) within DWAF.

## CHAPTER 2: STRUCTURE AND FUNCTIONS OF DWAF

DWAF is divided into three directorates, namely the:

1. Directorate of Resource Management
2. Directorate of Water Supply, Sanitation Coordination (DWSSC)
3. Directorate of Forestry

### **2.1. Functions of the Directorate of Resource Management**

DRM's mission is to promote and facilitate the environmentally sustainable development, management and utilization of water as a scarce resource to achieve, on behalf of and with all the citizens of the nation, sound socio-economic development in Namibia. The specific functions are:

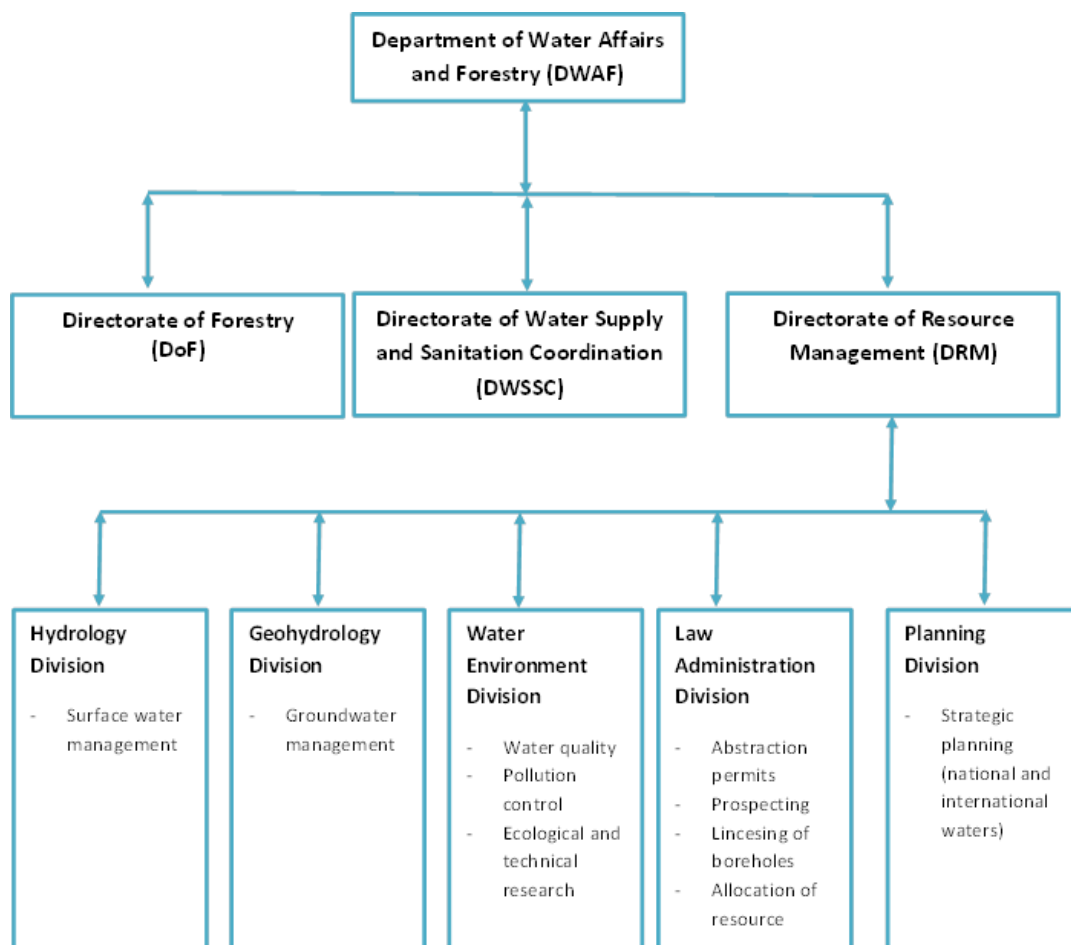
- To assist the Government in the national and regional management of water resources by:
  - Acting as a guardian over the water resources of Namibia.
  - Developing and administrating water legislation, controlling water abstraction and facilitating the equitable allocation of water resources to all users.
  - Determining the potential of the water resources of Namibia and to implement measures to ensure the protection and sustainable utilization of the water resources of the country.
  - Executing strategic water resource development planning, as well as regulating and controlling of activities in the water sector.
- It drives the policies and provides the framework for the basin management approach.

- In addition it provides financing, technical support and infrastructure for its implementation.

Within DRM there are **five divisions**:

1. Division of Geohydrology
2. Division of Hydrology
3. Division of Water Environment
4. Division of Law Administration
5. Division of Planning

Figure 1 illustrates the structure of DRM, including the divisions and their functions.



**Figure 1:** Structure of Directorate of Resource Management

Refer to the **Module on Legal and Institutional Framework and Enforcement/Application for Basin Management for Basin Support Officers, Basin Management Committee and Forum Members** for detailed explanation on the functions of each of the divisions in Figure 1.

## 2.2. Functions of Directorate of Water Supply and Sanitation Coordination (DWSSC)

- DWSSC is responsible for rural water supply and sanitation coordination.

### **2.3. Functions of Directorate of Forestry**

The DoF is responsible for carrying out forest inventories, classification of indigenous land units, issuing of permit for forestry products, implementation of the Community Forestry Programme and training.

### **2.4. Functions of other institutions relevant for basin management**

The other institutions that are relevant for basin management are:

- NamWater
- Regional Councils
- Local authorities

The functions of the above mentioned institutions are included in the module on Legal and Institutional Framework and Enforcement/Application for Basin Management on page 9.

## **CHAPTER 3: REPORTING PROCEDURES/ COORDINATION BETWEEN DRM AND BMC**

One of the functions of BMCs is to report to the Minister of Agriculture, Water and Forestry the occurrences or threats of serious water or pollution problems within their management area. Thus, this section focuses on the procedures that the BMCs are to follow in reporting such occurrences or threats.

There is no fixed procedure that the BMCs are supposed to follow in reporting identified occurrences or threats of water or pollution in their basins. The reporting procedure of threats or occurrences depends on the type of threat or occurrence to be reported.

- Reporting of a threat or occurrence can be done informally or formally. Informally is through a telephone discussion or a personal visit to the mandated/ right authority to explain the identified threat or occurrence. Alternatively it can be done formally, where a written report on the identified threat or occurrence of concern is prepared and submitted to the mandated/right institution. The content of such a report should be well structured, indicating the identified threat or occurrence, its location and photos for visualisation. A report is more advantageous than a telephone call for filing purposes and for future use. Upon submission, the BMC must regularly follow up with the responsible authority for feedback. If the mandated authority does not attend to the reported threat or occurrence, then the BMC can exhaust all other options before taking a step further to report to the Minister of Agriculture, Water and Forestry.
- It is important that the BMC first reports the identified threat or occurrence to those responsible authorities within the basin. Only when it is not possible to address/attend to the threat within the basin will the BMC resort to reporting the threat or occurrence to the head office in Windhoek. In order to know who to report to, the BMCs should have a clear understanding of the functions of the various institutions. In cases where they require more information, the BSO will technically assist them.

### **Exercise 1: Reporting of identified water management threats or occurrence**

In your capacity as a BSO or BMC, what will you do if you come across the following situations (showed by photos):

- The walls of a canal that are vandalised to allow livestock to access water
- A water point with a lot of standing water and livestock faeces around it
- A solid waste dumpsite that is not fenced with a lot of waste scattered





## **REFERENCES**

1. GTZ & LGA. 1995. Make Meetings Work: A Course on Visualisation and Moderation.

## **ANNEXURES**

### ***Annex 1: Presentation on Communication and Facilitation skills***

See separate document for presentation.