

**MINUTES FOR PROJECT CLOSURE MEETING OF SANKUYO TSHWARAGANO
MANAGEMENT TRUST ON THE DIGITIZATION OF MANAGEMENT ORIENTED
MONITORING SYSTEM (MOMS)**



Day, Date: 27th June 2024
Time: 0830 -1530 hrs
Venue: Cresta Maun Hotel
Facilitator: Mr. Phillip Sandawana
Recording: Messrs. Oageng Disang and Kgotla Phale

Introduction

The meeting was attended by different stakeholders, which included the Trust Manager and escort guides from Sankuyo Tshwaragano Management Trust (STMT), representatives from the Department of Wildlife and National Parks (DWNP), Botswana Wildlife Training institute, Department of Environmental Protection (DEP) and the Executive Secretary of BOCOBONET. The facilitators were Mr. Phillip Sandawana assisted by the CCCD Project Manager Ms. Senikiwe Faith Tsile. The agenda for the meeting is enclosed (Annex-A) and a complete list of participants is enclosed (Annex-B).

Welcome Remarks – Ms. Gloria Keipeile

Ms. Keipeile was standing in for the District Environment Coordinator Mr. Jobe Manga who had other official engagements. She briefed that as the District office they come far with the project as they have participated in several project meetings and a number of site visits. She welcomed all participants to the meeting especially the stakeholders who contributed immensely to the success of the project through cooperation and sharing of progressive ideas. She expressed her appreciation to the Trust members for the energy they have put in the project.

In her conclusion, Ms. Keipeile advised participants to feel free and have fruitful deliberations during the duration of the meeting.

Objectives of the workshop – Mr. Kentlafetse Mokokwe

Mr. Mokokwe, who is the Head of the Policy, Research, Monitoring & Evaluation Division under DEP, started by briefing participants of the new developments of merging the Department of Environmental Affairs and the Department of Waste Management and Pollution Control to form a new Department called DEP which came into effect from the 1st of April 2024.

Mr. Mokokwe reminded participants that the STMT was the only respondent to the Expression of Interest to undertake the MOMS digitization pilot project and they were assisted with funds amounting to P100, 000.00 as administration fee. He further mentioned that GIMS Botswana (Pty) Ltd was engaged as the Consultant to develop data collection tools, training modules and facilitate trainings for Trust on MOMS digitization. He then outlined that there was equipment purchased for the Trust to necessitate data collection and that being; a computer, printer, laptop and six gadgets. He commended the Trust for the outstanding work they did for the period of three (3) months collecting data from August to October 2023. He then summarised the project as a success and stated the objectives of the meeting as to appreciate the report from the Trust (both narrative and financial report) on the implementation of the project, success and failures with intention to learn from them as the project will ultimately be rolled out to other Community Based Organizations. The other objective was to officially close the project and hand over the equipment that was purchased for the Trust as per the requirements of the Contract.

Presentation on the Overview of MOMS digitization - CCCD Project Manager, Ms. S. F Tsile

Ms. Tsile started by giving a brief background of the Cross Cutting Capacity Development (CCCD) Project which is a Global Environment Facility (GEF) which is being implemented in partnership with UN Environment Programme (UNEP). The main objective of the project was explained as to build core capacity on the implementation, monitoring and reporting of Multilateral Environmental Agreements and relevant Sustainable Development Goals in Botswana. She further explained the two Components of the Project and mentioned that the pilot project is being implemented under Component 2 which. Focusing on the activity, Ms. Tsile explained that the project was supposed to identify a single pilot project on either poverty reduction, CBNRM and/or wildlife monitoring; at a minimum the project will support the development of an e-based MOMS so that the DWNP transitions from a paper-based to an e-based system. A decision was made to focus on wildlife monitoring.

Ms. Tsile presented the chronology of activities that have been undertaken since the signing of Memorandum of Agreement (MoA) between the Ministry of Environment & Tourism and STMT, after the undertaking of the due diligence exercise. The activities included trainings on data collection tools, site visits and weekly virtual meetings.

She indicated that the support that was given to the Trust was P100,000.00 administration fee, procurement of six gadgets, a computer, laptop and printer. Furthermore, a total of P21,600 was paid to escort guides as allowance for the three months' period they were collecting data. Ms. Tsile further mentioned that the UN Environment Programme visited the Trust on the 15th March 2024 to appreciate the project implementation and some of the data collection sites, and engage directly with the Sankuyo community to appreciate the benefits and challenges of the project.

It was explained that the data that was collected by the Trust was supposed to be housed within the Botswana Wildlife Monitoring platform (BWMP) (<http://www.botswanawildlife.org/>) and ultimately linked to the Environmental Information System (EIS) once its development has been completed. The last activity was, to document lessons learnt and best practices and distribute them among decision-making and relevant stakeholders to enable up scaling and replication.

In closing, Ms. Tsile reiterated that for the project to realise its objective in digitizing MOMS, the DWNP has to fast-track the resuscitation of the Botswana Wildlife Monitoring platform (<http://www.botswanawildlife.org/>) and ultimately link it to the EIS. She indicated that the data that is still being collected is hosted by GIMS Botswana at Esri data centre which is physically located in the United States of America. In lieu of the presentation given and their interaction with the project, the attendees were given an opportunity to submit their lessons learnt about the project in groups – ***refer to Annexure C appended to these Minutes.***

Discussions

- Members were worried about the data hosted in Esri data centre without a contract Dr. Mogotsi asked how other countries undertaking similar projects store their data, whether in national database or international database and how UNEP treats the data. It was explained that outputs of projects are not the same across countries implementing CCCD Projects and UNEP has no say on the country's data. It is upon the country to implement the project in line with the project work plan. expressed her shock on the absence of contract between GIMS Botswana and G

o. Phologo, who is a MOMS Coordinator from DWNP advised that when developing a system there should be engagement the Department of Information technology (DIT) so that the system is linked to Government data system. It was reported that the MOMS technical working group includes officers from DIT

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. It was explained that the system has been developed in collaboration with UNEP who had engaged CEDARE for its development. However, the discussions are

Presentation of STMT Project Report - Mr. Xako Gaonyadiwe

underway to agree on where the system should be hosted and the system will be The STMT report by December 2024. Mr. Xako Gaonyadiwe, started his presentation by giving a brief background about the genesis of the Trust in 1996 in Sankuyo village, then with a population of about 600 people. In articulating the project, he stated that they were supported by the GEF with the assistance of the DEP to pilot the digitalization of MOMS which is used for biodiversity data collection by the DWNP. He highlighted that in undertaking the project they used two tools being Quick capture and Survey 123, with the former used for tracking (line data) and the latter is used to capture more information (point data).

He stated that as per the requirements of the MoA, which stated that the Trust through Escort Guide Department was mandated to do patrols, collect periodic environmental data, as well as monitoring of illegal activities such as poaching within their Concession Areas. He presented the immediate benefits of the project to the Trust as follows; procurement of tents, chairs, computer (desktop), laptop, tablets, printer and an internet router. He reiterated that all these benefits made data collection and patrolling easier. Moreover, the tools (Survey 123 and Quick Capture) the Trust used provided statistical analysis of environmental data they collected which enabled them to make informed decisions on the management of their concession areas. He further mentioned that the use of gadgets has simplified their work, as information is easily and quickly uploaded

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online and accessible to approved users once the recorder gets network coverage. This, he emphasized was the most tedious and discouraging part about paper based MOMS because to get statistical analysis one would have to collate all the data manually, and more often there would be a lot of data gaps because sometimes the MOMS booklets would get lost.

He explained how the information collected is used to provide trends in animal population data and advised relevant Departments like DWNP when they are awarding hunting quotas. On the employment benefits, he explained that STMT had an existing Department (Escort Guide) which was engaged in caring out the project therefore, there was no any additional employment but rather there was some additional income in terms of responsibility allowance offered by DEP.

Mr. Gaonyadiwe assured the participants that they will continue to solicit funding/sponsors available both from the government and private entities, to support their initiatives beyond project closure.

The challenges encountered were presented as follows;

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Mr. Gaonyadiwe further explained that the challenges were resolved as follows; on the challenge of vehicle, the Trust tried by all means to prioritise data collection by escort guides over other administrative duties of the Trust. GIMS Botswana was contacted on weekly basis for any malfunction encountered in the usage of gadgets. Additionally, there is need to upgrade the application as there are some features left behind in the Survey 123 application that could aid in the collection of some critical environmental data. e.g. slot for illegal activity, mortality rate and the type of vegetation.

In mitigating against the network problem, the STMT proposed that if possible, the CCCD project should purchase a satellite phone they can use for ease of communication during data collection. On communication, PMU promised to look into funds available and see to it that the satellite phone is procured, for the sustainability of the project.

On the lessons learnt by the Trust, participants were informed that it was much easier recording data using the gadgets than the usual yellow book. In addition, the information recorded can be accessed easily by anyone at any time.

In conclusion, he presented the equipment that was purchased for the project as follows; 6 x tablets for data collection, 1 x monitor, 1 x laptop, 1 x BTC internet router, 1 x printer, 4 x tents, 4 x chairs.

Discussions

- The Trust was asked whether they experience some improvements from use of paper based MOMS to e-based. They confirmed that gadgets are faster and information is not easily lost.
- They were advised to include the methodology/ conceptual framework on how the project activities unfolded.
- A question was asked on how they avoided double counting of specie. It was explained that animals are territorial and also there are demarcated transect of which through observation the guides understood the animals movement.

Presentation of the Financial Report - Trust Manager, Mr. Samakata

Mr. Samakata presented the budget breakdown as follows;

The Trust was given P100 000 from the then DEA (now DEP), to undertake the MOMS digitization pilot project in 3 months. A total of P12, 518.82 was used for food, P13, 748.95 was used for fuel to cover the vast area, P27, 352.39 was used for vehicle maintenance, P29, 472.21 was used for equipment, P1, 800.00 was used for airline. The expenditure amounted to P84, 892.37 leaving a balance of P15, 000.00 with which they sought permission to buy hand-held GPS units for the Escort and Guide Department.

Discussions

- Ms. Keipeile asked whether the allowances were not part of funds given to the Trust. It was reported that they were not part of the P100 000, the allowances were credited to the Trust to fast-track payments to guides as the government processes were taking long.
- The Trust was advised to share the final financial report after engagement of the accountant to enable reporting to UNEP

- They were also advised to engage relevant Departments to assist with financial report
- They were advised to report the balance in exclusion of bank charges. They intend to engage DEP to utilise the remaining funds to purchase the GPS.

Group Work on Documentation of Lessons learnt

The participants were divided into two groups to come up with lessons learnt. ***The summary for lessons learnt is in appendix C.***

Presentation on the Way forward, Recommendations: Sustainability Aspect

Ms. Tsile explained that the sustainability aspect can be realised when the DWNP takes ownership on the digitization of MOMS and rolling it out to other CBOs. It was agreed that the directorate of the two (2) Departments (DWNP and DEP) will have to meet to discuss the modalities of sustainability, particularly with the resuscitation of BWMP. In the interim, the team also agreed on the need to constitute a task group which includes DEP Maun, DWNP Maun, Trust and CCCD PMU that will provide continued technical support and encouragement to the STMT for it to become a model Trust in MOMS digitization. The task group will also communicate funding opportunities to the Trust and assist with drafting applications. The sustainability aspect will also be covered by the development of the entire CCCD Project Sustainability Strategy.

Remarks by Trust Manager - Mr N Samakata

When giving remarks, the Trust Manager thanked all Government Department who participated in the implementation of the project. He pleaded with officers that if they find any opportunities they should contact the Trust so that they can submit their proposals. He stated that the project closure does not close further engagements.

Equipment Handing Over - Mr Mokokwe

Mr. Mokokwe informed members that as per the provisions of the MoA when the project closes and well implemented purchased equipment is handed over to the Trust. He then handed over the following equipment; 6 x tablets for data collection, 1 x monitor, 1x laptop, 1 x BTC internet router, 1 x printer, 4 x tents and 4 x chairs. Furthermore, he highlighted that the Department is on the process of purchasing satellite phone for the Trust and that the Trust should provide DEP with specifications.

Closing Remarks-DWNP, MOMS Coordinator – Ms. K. Phologo

In closing the meeting, the MOMS Coordinator started by sending gratitude to the STMT for showing interest in the EOI. She informed members that the STMT comes from far with the use of paper based MOMS and has been providing the DWNP with reliable data and therefore adamant that Trust will not disappoint in executing the project beyond CCCD Project closure. She highlighted that the information collected by the Trust is useful for decision-making by the DWNP as it complements their data. She then thanked the DEP for the facilitation they have been rendering to the Trust. She pleaded with members not to forget the Trust and ensure digitization of MOMS is sustainable, hence the need to handhold them for the protection of our biodiversity. Lastly, she thanked Dr. Mogotsi for the support she has been offering to the Trust. She promised that the sustainability part of the project will be finalised by the leadership of DEP and DWNP.

APPENDICES

Appendix A: Documentation of Lessons Learnt from the pilot project for the Digitization of the Management Oriented Monitoring System by the Sankuyo Tshwaragano Management Trust

The table below summarises the lessons learnt by both parties, the DEP, DWNP and STMT, in implementing the funded project as captioned above. Although the Management Oriented Monitoring Systems (MOMS) has been used for long time by the DWNP together with some select CBOs, it however, remains clear that its (MOMS) digitization will require thorough engagement with key stakeholders.

ITEM		ISSUE	RECOMMENDATION
Stakeholder Engagement	Stakeholder mapping	Lack of intensive consultations with key stakeholders	Adequately engage key stakeholders for continuity of the project e.g. Technical Advisory

		during project inception.	Committee (TAC), District Commissioner. Undertake needs assessment prior to development of modules and contracting the system developer (e.g. Trust and DWNP).
	Contract Development and Management	It appears that there was no contract signed between the ministry and the service provider.	Ensure that any agreement entered into is endorsed by the Ministry's Legal Unit Office.
Expression of Interest (EOI)	Content	It addressed all the relevant information and the guidelines were provided.	
	Timing	The one month provided for the applicants to respond to the advert was adequate.	
	Advertising	- Publicising the EOI was inadequate. This thwarted the possibility of engaging other potential partners. - Limited response to the EOI.	The committee should use other available media for wider publicity like podcasts, Facebook, Kgotlas, TACs, BOCOBONET, BOCONGO & other newspapers etc.
Funds	Disbursements	All the monies promised were availed, however; There was a delay of creating the beneficiaries within the Government	The timeline given for the project implementation should allow for such delays in technical glitches.

		Accounting & Budgeting System (GABS).	
Capacity Building	Meetings	Network failures disrupted the effectiveness of meetings provided through GIMS Botswana.	Online meetings should be augmented by physical ones.
	Trainings	- The training sessions provided were short and did not provide thorough exercises for add-ons to the system e.g. Survey 123. - Lack of enough capacity on the system	The team should; - Increase the number and duration of training sessions for more interaction with trainees. - Provide extensive training for selected stakeholders on data capturing, management and system administration. - Provide video tutorials which could be downloaded and watched in the field when there is limited or no network coverage. These could also be used to train new and upcoming escort guides. - Develop pamphlets.
Technical Support	Equipment	- Gadgets provided have low memory to enable data on other environmental indicators and opportunistic data. - Gadgets need to be upgraded to new models.	- The team should consider getting newer models with large memory and which will not easily succumb to wear and tear due to frequent use. - New gadgets should take into consideration camera quality as it is used in augmenting poaching data. - Solicit funding for the project's equipment e.g. walkie talkie

	Transport	Trust has one vehicle to do monitoring and other administrative duties.	The trust should; - In the interim, hire a vehicle to undertake administration duties while monitoring is ongoing. - In liaison with the DWNP Office, the Trust should write a proposal to the Conservation Trust Fund for a new vehicle.
	Project Reporting (M&E)	The scheduled weekly meetings were ideal save for the network failure.	
	Reporting	- The use of two systems, Survey 123 and Quick Capture which both had their shortfalls. Some data were left out due to the limitations of; - Reporting guideline provided, especially methodology part. - Time, especially when data collection is collected in the presence of clients. - Gadgets not able to collect other environmental data. - Data is stored in a cloud managed by ESRI;	- Where possible, the two systems should be integrated to address the shortfalls. - The methodology part should be left out to GIMS Botswana to report on it. - Activate the Botswana Wildlife Monitoring System (BWMS) to enable migration of data from ESRI. - Complete the development of the EIS and link it to the BWMP.

		Lack of accessibility to data	
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POSITIVE LESSONS:

1. Funds disbursement was satisfactory
2. Weekly meetings were held for guidance
3. Flexibility in procurement of additional needs e.g. satellite phone and GPS

Appendix B: Meeting Agenda

PROGRAM FOR PROJECT CLOSURE MEETING OF SANKUYO TSHWARAGANO MANAGEMENT TRUST ON THE DIGITIZATION OF MANAGEMENT-ORIENTED MONITORING SYSTEM (MOMS)

**VENUE: CRESTA MAUN
27 JUNE 2024**

Facilitator: Mr. P. Sandawana

Rapporteurs: Mr. O. Disang & Mr. P. K Phale

TIME	ACTIVITY	RESPONSIBLE PERSON
08:30-08:35	Prayer	Volunteer
08:35-08:40	House Keeping & Self-Introductions	Facilitator
08:40-08:45	Welcome Remarks	DEP Maun Office

08:45-08:50	Objectives	DEP Management Representative
08:50-09:00	Overview of MOMS digitization	CCCD Project Manager - Ms. S. F Tsile
09:00-09:20	Presentation of STMT Project Report	STMT –Trust Representative
09:20-09:30	Discussions	Participants
09:30-09:50	Presentation of the Financial Report	STMT – Trust Representative
09:50-10:00	Discussions	Participants
10:00-10:30	Health Break	All
10:30-11:30	Group Work Documentation of Lessons learnt	Participants
11:30-12:00	Group Presentation and Discussions	Participants
12:00-12:30	Way forward Recommendations: Sustainability Aspect	Participants
12:30-12:40	Remarks by Trust Manager	STMT Manager - Mr. N. Samakata
12:40-12:45	Closing Remarks	DWNP, MOMS Coordinator – Ms. K. Phologo
12:45-12:50	Closing Prayer	Volunteer
12:50	Lunch	All

~END OF DAY~

Appendix C : Action Items

NO.	ACTION ITEM	RESPONSIBILITY
1.	Facilitate data migration from GIMS Botswana	Ms. Tsile
2.	Feedback on BWMS resuscitation progress	Ms. Phologo
3.	To produce a short video or documentary to summarize the digitization of MOMS as part of the project outputs	STMT
4.	To share the final financial report after engagement of the accountant to enable reporting to UNEP	STMT

5.	To engage DEP to utilise the remaining funds to purchase the GPS.	STMT
6.	To finalise the sustainability of the project by the leadership of DEP and DWNP	DEP