



Republic of Botswana

environment wildlife & tourism

MINISTRY



thinking 2016

Forest Reserves Ecotourism Guidelines



**FOREST RESERVES ECOTOURISM GUIDELINES IN
BOTSWANA**

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FOREWORD



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Botswana is endowed with a diversity of both herbaceous and woody vegetation. The Botswana Government remains committed to biodiversity conservation through the designation of 17% of the land area as protected or conservation areas. The Chobe Forest Reserves comprise part of these protected areas. The vegetation provides a wide range of goods and services that satisfies the needs of the nation at large. The country has a total land area of 582,000km² of which sixty percent (60%) is comprised of forests and rangelands. Furthermore, out of the sixty percent, only 0.7% is made up six (6) Forest Reserves (Fig 1) covering a total area of approximately 409 540ha.

While some of the benefits derived from forest resources are obvious, the wider contribution of trees, forests and range resources to the national economy in Botswana is extremely difficult to quantify. This is because forest resources often do not provide direct benefits, but are an essential foundation for other important sectors such as wildlife, tourism and livestock rearing. As a result these benefits are often underestimated both in sectoral and national Gross Domestic Products context.

To further advance Economic Diversification, Botswana has decided to open the six (6) forest reserves for Ecotourism. It is envisaged that the involvement of various stakeholders will influence the management of Forest Reserves in a positive way through Eco-tourism businesses since this will accord investors an opportunity to benefit financially and the need to conserve forest resources could be realized with minimum regulatory effort from the Ministry of Environment Wildlife and Tourism.

In light of all these the Forest Reserves Ecotourism Guidelines (FRG) have been developed as a tool for providing guidance for diversification through various investment opportunities in forest reserves. Not only are the investment opportunities varying but there are many in light of the forest and range resources existing within a given reserve. The Guidelines provide the institutional arrangements for the realization of ecotourism with clear guidance on the requirements to be provided by both the regulator and the investor. To attain sustainable use of forest and range resources clear guidance on indicators to be monitored are spelt out as part of the monitoring and evaluation.

My Ministry employed since 2004 a participatory process in the development of these Guidelines. Just like the development process the implementation of the Guidelines will require a collective approach to ensure sustainable benefits from forest reserves through Eco-tourism. I would like to thank all the stakeholders who participated in the production of these guidelines.

Thank you.

Yours sincerely

Honourable Tshekedi Khama
Minister of Environment, Wildlife and Tourism

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Abbreviations

BBDSAP	Botswana Biodiversity Strategy and Action Plan
BD	Biodiversity
BTO	Botswana Tourism Organization
CBNRM	Community-Based Natural Resource Management
CBO	Community-Based Organization
DDP	District Development Plan
CECT	Chobe Enclave Conservation Trust
DFRR	Department of Forest and Range Resources
DWNP	Department of Wildlife and National Parks
FR	Forest Reserve
IUCN	International Union for the Conservation of Nature
LAC	Limits of Acceptable Change
NDP	National Development Plan
NGO	Non-Governmental Organization
PA	Protected Area
SMMSE	Small, Micro and Medium Sized Enterprise
VDC	Village Development Committee
FRMP	Forest Reserve Management Plan
ICP	Impact Compensation Plan
ETP	Ecotourism Plan
EIA	Environmental Impact Assessment

Definitions

Alternative Dispute Resolution (ADR)

The process of settling disputes between parties outside the government judicial processes and techniques, using, arbitrators and mediators who are neutral through the course of negotiation, mediation (conciliation), collaborative law, and arbitration.

Animal

Includes any vertebrate or invertebrate animal species and the eggs and young thereof occurring within natural ecosystems and habitats.

Adaptive management

The process by which research and learning is continually incorporated in management planning and practice. Specifically, it is the integration of design, management and monitoring to test systematically assumptions in order to adapt and learn

Biodiversity

Also referred to as biological diversity, is the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part. This includes diversity within species, between species and of ecosystems.

Commercial resource use

Use of natural resources for the purpose of selling, trading and/or profit making.

Community based natural resource management

A development approach that incorporates natural resources conservation. The resource management ultimate aim of which is to manage and protect the natural resource base by rural communities.

Community-Based organization

With reference to resource management, a community-based organization is a representative, accountable and legal entity at the village level formed to manage community natural resource use rights.

Conservation

The protection, maintenance, rehabilitation, restoration and enhancement of wildlife and includes the management of the use of wildlife to ensure sustainable of such use.

Cultural tourism

Cultural aspects which are of interest to the visitor and can be marketed as such, including the customs and traditions of people, their heritage, history and way of life.

Ecosystem

A dynamic complex of plant, animal and microorganism communities and their non-living environment interacting as a functional unit.

Ecotourism

Purposeful travel to natural areas to experience and understand the culture and natural history of the area taking care not to alter the integrity of the ecosystem, while producing economic opportunities that make the conservation of natural resources beneficial to local people.

Environment

Includes natural, urban, human living and cultural environments.

Emerging SMMEs

Small, micro and medium-sized enterprises owned and/or operated by local citizens as defined by the Ministry of Trade and Industry.

Limits of acceptable change (LAC)

Assesses the probable impact of an activity, decides in advance how much change will be tolerated, monitors what's happening systematically and regularly, and determines what actions are appropriate if agreed-upon quality standards are surpassed

Pro poor tourism

Pro-poor tourism means managing a tourism business so that it makes business sense for the operator and at the same time benefits the poor.

Responsible tourism

Is treating others the way they wish to be treated.

Sustainable development

Development that meets the needs of the current generation without jeopardizing the ability of future generations to meet their needs

Sustainable tourism

Tourism development, management and any other tourism development activities that optimize the economic and other societal benefits available without jeopardizing the potential for similar benefits in the future.

Stakeholders

Any individual or group directly or indirectly affected by, or interested in, a given resource or project.

Technical Advisory Committee (TAC)

Means a district advisory committee charged with the responsibility to oversee the implementation of CBNRM.

Threatened Species

Any species of fauna or flora which is considered critically endangered, endangered, or vulnerable, for which definitions are provided for by the Act in terms of CITES or IUCN, and for which criteria may be adopted and from time to time reviewed by the Conference of the Parties and the Minister, taking into consideration the work of competent persons in this field.

Tourism industry

All recipients of direct spend incurred by tourists. This includes pre-trip expenditure on travel and booking, travel and en-route expenditure, and all spending at the destination.

Tourist

A person who travels away from home, staying over for at least one night. A tourist can be a domestic, regional or overseas tourist. Tourists travel for different purposes including business, leisure, conferences and incentive.

Tourism

All travel for whatever purpose resulting in one or more nights being spent away from home

1.0 INTRODUCTION

1.1. Background

Botswana is endowed with a diversity of both herbaceous and woody vegetation. The vegetation provides a wide range of goods and services that satisfies the needs of the nation at large. The country has a total land area of 582,000km² of which sixty percent (60%) is comprised of forests and rangelands. Furthermore, out of the sixty percent, only 0.7% is made up of Forest Reserves in the Chobe District.

1.2. Geographical scope

Botswana lies between approximately 20° to 29.15°E and 18° to 27°S. A large part of the country at 17% (104,460 km²), is National Parks, Game, Forest and Private Reserves. The pastoral land includes virtually everything that is outside of the National Parks, Game and Forest Reserves, major cities and towns.

1.3. Chobe District Description

Chobe District, which covers approximately 22, 500km², consists of flat woodlands on deep Kalahari Sands. It has low lying lacustrine deposits and alluvium soils along Chobe – Linyanthi drainage system and settlements which totals less than 5% of Chobe District. The remaining 95% is on elevated plateau sand ridges interspersed with a system of smaller and larger pans. The district contains one of the few true forests and deciduous woodlands within Botswana which contain important timber species such as Mukusi (*Baikiaea plurijuga*), Mukwa (*Pterocarpus angolensis*), Mophane (*Colophospermum mopane*) and Mosheshe (*Burkea plurijuga*).

Vegetation association in the mixed Miombo woodlands in Chobe appears to be composed of four (4) sub-types:

- a. Pockets of Mukwa (*P. angolensis*) dominated forests
- b. Mixed deciduous woodland dominated by Mukusi (*B. plurijuga*), Modumela (*Kirkia acuminata*), Mongongo (*Ricinodendron rautanenii*), Moako (*Erythrophylum africanum*), Tsaudi (*Giubortia coleosperma*), Combretum species and *Brachystegia* species, with Mukwa (*P. angolensis*) as a sub-dominant.
- c. *Burkea africana* (Monato) and Magonono (*Terminalia sericia*) dominated type occurring on shallower and drier soils frequented by fire, with Combretum species as a regular associate.
- d. Mophane (*Colophospermum mopane*) dominated type which occurs on harder, poorly drained soils, mainly near pans. This sub-type is more common in the southern parts of the district in close association with Combretum species too.

Botswana is committed to conservation of its natural resources through the designation of 17% of the land area as protected or conservation areas. The Chobe Forest Reserves comprise part of these protected areas. The Chobe District in the Northern Botswana has six (6) Forest Reserves (Fig 1) covering a total area of approximately 409 540ha or 0.7% of Botswana's total area (582,000km²).

- a. Chobe Forest Reserve covers a total area of 148 500ha after degazettement of 6000ha for villages of Chobe Enclave expansion. This reserve lies between Chobe National Park and the alluvial flats of the Chobe river complex.
- b. Kazuma Forest Reserve covers a total area of 15 600ha after degazettement of 1200ha for Pandamatenga Commercial Farms expansion. It lies between northern and the central plains of Pandamatenga, adjoining the Zimbabwe border on its eastern margin.
- c. Maikaelelo Forest Reserve covers a total of 54 300ha and is relatively inaccessible, lying adjacent to the eastern boundary of Chobe National Park, about 40km west of the main Kazungula-Nata road and 70km south of Kasane.
- d. Sibuyu Forest Reserve total area is 116 100ha, it is the southernmost of the District, forest reserves adjoining the Zimbabwe border on its eastern margin.
- e. Kasane covers a total area of 75 040ha after degazettement of 3050ha for Kasane Township and Kazungula Village expansions. Kasane comprises of Kasane Forest Reserve and Kasane Extension Forest Reserves). It lies immediately to the south of Kasane and Kazungula stretching eastward to the Zimbabwe border and westwards to Chobe National Park.

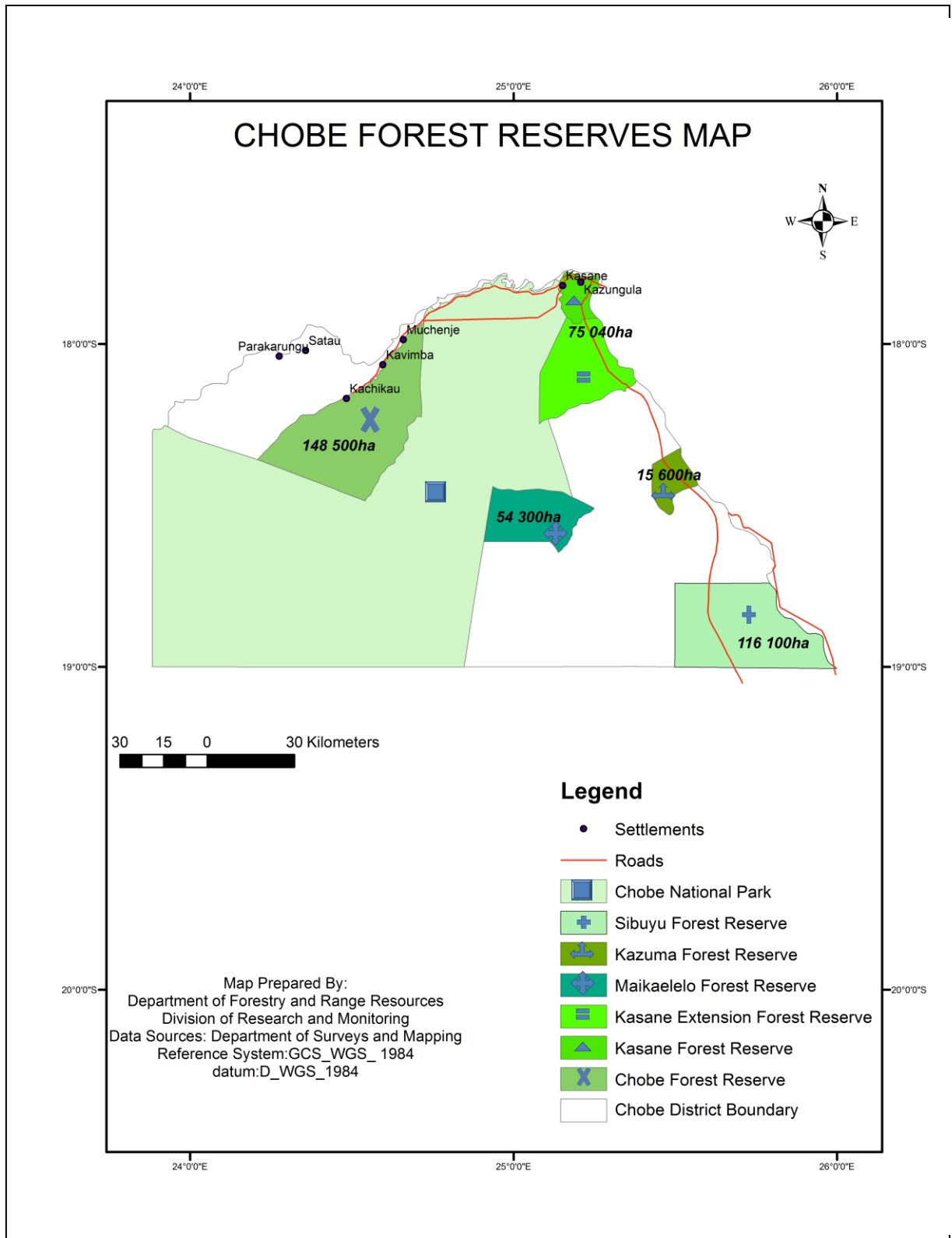


Figure 1: **CHOBE FOREST RESERVES MAP**

Although Government has been promoting the development of the Forestry Sector for many decades, its contribution to GDP has never been as significant like in the Tourism, Diamond, and Agricultural sectors. Different enterprises exert a lot of pressure in promoting tourism related activities in the Forest Reserves. The over-crowding of the Chobe National Park and in particular the Chobe River Front seems to be the main reason for justifying this interest coupled with the under-utilised and illegal operations in the Forest Reserves. Opening of the forest reserves to provide an alternative will reduce the pressure on the Chobe National Park. Tourism adventures to explore nature and cultural sites present an opportunity for diversification of the Botswana Tourism that is much reliant on wildlife. In addition tourism activities will have a positive impact in the socio economic status of villages of Pandamatenga, Kachikau, Mabele, Kavimba, Parakarungu and Satau by creating jobs such as guides and initiatives like cultural exploration related activities.

There are several methods of Forest Management, Eco-tourism being one method that suits these sites due to natural and cultural resources as well as enthusiasm of local communities to partake in tourism ventures. Eco-tourism will ensure the conservation of biological diversity by reconciling the management of protected areas with the social and economic needs for the local people.

Benefits that Eco-tourism can provide to local people include:

- ❖ The generation of revenue for continued efforts to maintain biological diversity in a particular area
- ❖ The simultaneous generation of revenue that can be used for the benefit of living in or around the conservation area
- ❖ The encouragement of people's participation in the management of enterprises that use natural resources for the purpose of sustainable development
- ❖ The provision of appropriate institutions and skills to facilitate the empowerment
- ❖ The enhancement of appreciation and understanding on the part of outsiders, tourist as well as conservation specialist, of local knowledge and culture involved in protection of the environment

2.0 PURPOSE OF ECO-TOURISM GUIDELINES

As society's interest in forests changed over time, so did information needs. Conflicts over resource allocation and use could not be resolved without up-to-date knowledge of forest status and trends. In response the Department of Forestry and Range Resources took an initiative to come up with eco-tourism guidelines to meet the society's needs.

The purpose of the guidelines is to describe the procedures and requirements for the public and private sector to administer and run business in the Forest Reserves. It sets standards for sustainable utilization of Forest Reserves for the benefit of local communities dealing with ecotourism or veld product resources. In addition the guidelines set out the quality assurance process involved, including monitoring and evaluation to ensure conformity and provides the necessary checklists and tools to carry out these tasks effectively. These guidelines will be applicable in Botswana's six (6) Forest Reserves (FR) in the Chobe District.

2.1. Guiding Principles

Botswana like most countries has adopted the International Ecotourism Society's definition of ecotourism, which states that "Ecotourism is responsible travel to natural areas that conserves the environment and sustains the well-being of local people".

In Botswana, ecotourism refers to the country's cultural as well as natural heritage, and great importance is placed on the active involvement (as opposed to mere consultation) of host communities and other Botswana in all aspects of the industry's management and development (responsible pro-poor tourism). The overall principle is therefore the benefiting of nature and local people from all kinds of ecotourism activities in a specific area.

The principles on which these guidelines are based on are as follows:

1. Development and Benefit Sharing

Forest Reserves are valuable ecosystems that contribute to the development of Chobe District and the country at large. Multiple uses of resources must therefore be promoted, and conflicts between different uses should be prevented and where they exist they should be minimized. Local benefits from Forest Reserves, in particular ecotourism, must be tangible to the local population and should exceed the benefits from traditional agriculture and other rural livelihood sources in order to reduce encroachment into Forest Reserves.

2. Resource Conservation and Management

Forest Reserves must be managed to conserve and utilize their biodiversity, flora and fauna. Consumptive use of natural resources, such as harvesting of veld products and timber, should be controlled and should remain below the level of natural regeneration. Forest Reserves should be managed within the broader context of land use planning in Chobe district and neighboring countries to recognize and protect their regional importance, in particular wildlife migration. FR ecosystems must be managed within the limits of their functioning under long-term management objectives.

3. Participatory Approach

Resource management responsibility should be participatory between government, the private sector, and communities; multi-disciplinary; and decentralized to, local authorities, local communities, and Forest Reserves. The objectives of management of land, water and living resources are a matter of societal priorities and choices, including affordability. The ecosystem approach should consider all forms of relevant information, including scientific, indigenous and local knowledge, innovations and practices.

2.2. Objectives

The overall goal of Ecotourism is to promote the long-term socio-economic and environmental benefits which are derived from the Forest Reserves by ensuring equitable and sustainable flow of benefits to all segments of the population now and in the future. Therefore, the specific objectives of Eco-tourism in the forest reserves of Botswana are as stated below:

- ❖ To generate revenue for continued efforts to maintain biological diversity
- ❖ To generate revenue that can be used for the benefit of people living in or around the conservation area
- ❖ To encourage people's participation in the management enterprises that use natural resources for the purpose of sustainable development
- ❖ To provide appropriate institutions and skills to facilitate empowerment
- ❖ To explore potential areas for Ecotourism in Forest reserves
- ❖ To ensure the long-term sustainable management of forest reserves for socio-economic, development and environmental purposes.
- ❖ To ensure the integrity and productivity of Botswana's forest reserves
- ❖ To promote management and sustainable use of non-wood forest products

2.3. Potential Business Activities

Even though these guidelines are meant to open up the Forest Reserves in order to allow tourism activities within their boundaries, the Forest Act [10th March, 1968] is still fully valid. Therefore, Forest Reserves fall under the management jurisdiction of the Department of Forest and Range Resources.

The revised Forest Act which is yet to be approved will form the regulatory tool which shall be applicable in the Forest Reserves to guard against unsustainable activities which could cause negative impacts.

To develop the Ecotourism Plan for the Forest Reserves, a summary of proposed activities are stipulated below:

2.3.1. Kasane Forest Reserves

Kasane FR may be developed as a high potential ecotourism area. It is easily accessible, well-known and therefore marketing costs will be low. It is suitable for game drives, camping and safari walks. There is no need for permanent structures as the FR is close to Kasane, Kazungula and Lesoma. Mobile safari operators will be allowed in the Kasane Forest Reserves.

2.3.2. Chobe Forest Reserve

Chobe Forest Reserve may be developed as a high potential ecotourism spot. It has a good road network and has in place an approved resource management and land use plan. It could be allocated to CECT on a long term lease basis. Specific lease agreements shall be allocated to other investors based on the activity (eco-tourism activity). The area is suitable for development of bird watching and game viewing. Campsites can be developed in accordance with the CECT plan. For example, a campsite can be developed at Ghoha pan.

2.3.3. Kasane Extension Forest Reserve

Kasane Extension Forest Reserve is a high potential spot. Safari companies are already taking their clients to the reserve. It is suitable for development of night drives, bush dinners and bird watching.

2.3.4. Kazuma Forest Reserve

Kazuma Forest Reserve may be developed as a medium potential spot for ecotourism. Much of the reserve is not accessible during rainy season because of flooding. Game drives at Chaigo pans and bush dinners at Kebare pan and Kazuma pan as well as cultural and heritage tourism could also be developed. No permanent structures should be built in the Reserve, only camping can be undertaken.

2.3.5. Maikaelelo Forest Reserve

Maikaelelo Forest Reserve has a medium potential for ecotourism development because of its remoteness and limited accessibility. It may be developed in close collaboration with the Chobe National Park. A lodge with permanent structures may be developed as well as a tented camp. The Forest Reserve may specialize in game drives within or into Chobe National Park.

2.3.6. Sibuyu Forest Reserve

Ecotourism development in Sibuyu Forest Reserve need to be further investigated with communities and tourist operators. Consultations in Pandamatenga revealed that the community wishes to use the Sibuyu Forest Reserve for camping.

Other potential activities are listed below (Table 5).

Table 1: Identified Potential Ecotourism spots in Forest Reserves

Potential ecotourism spots in Forest Reserves	Suggestion for utilization	Current infrastructure
Sibuyu FR		
Nyagnxyou Pan-Chipane area	game drives	-
Xhwaatshaa Pan	historical site	-
Mmashaume-Motswidi	camping site, walking safaris	-
Kabundira Gumago	camp site	borehole, remains of houses and ablution from Hunters Africa Safaris
Nunga River	game viewing, historical site	remnants of Basarwa cultivation
Xhamoguo- Golwana	game drives, bush dinner	old Basarwa camp
Chimushika	game drives	old safari camp
Biga-Digwere	game viewing, bird viewing	-
Jolley pan-Marea motshaa	game drives, bush dinners	-
Tibukai pan	game drives, bird watching	-
Kazuma FR		
Chaigo Pan	game drives	Old Basarwa camp around perennial pan
borehole 15	cultural & historical site	Old borehole for pastoral farmers before exporting livestock
Kabare Pan	game viewing, bush dinners	much wildlife & birdlife
Kazuma Pan	historical site, overnight stay	Evidence of use by safari companies
Maikaelelo FR		
One big pan	Safari lodge, tented camp	-
8 small pans	game drives	-
Chobe FR		
Ghoba Pan	tented camp	-
Nonotshaa pool	game viewing	part of CECT
Kashaba pool	game viewing	part of CECT
Kasane FR		
Lesoma valley	camp site, cultural tourism, game viewing, attraction area	illegal night and day drives
Kasane ext. FR		
Various places	night drives & bush dinners	cutline already used

3.0 INSTITUTIONAL ROLES/ARRANGEMENT

Participatory and decentralized Forest Reserve (FR) management implies the sharing of responsibilities among stakeholders and stronger local management. Government supports closer collaboration and networking between Government agencies, NGOs, Community Based Organizations (CBOs) and the private sector. It acknowledges that, without strong networks and an integration of strategic decision making and planning, management of forests for their range of benefits and values will be elusive. In accordance with the objective of integrated forest management, the institutional mandates are as summarized below.

3.1 Political leadership

Long-term strong political commitment is necessary for sustainable forest ecotourism to be successful. Political will is therefore, core to the success of the Ecotourism business venture.

3.2 Public sector

The public sector is the custodian of the environment, provides and maintains public infrastructure, provides security and enforcement capability, allocates resources on State Land, provides information and education and resolves conflicts within the society at large.

The Department of Forestry and Range Resources will retain a pivotal role in the management of the biodiversity of the Forest Reserves. However other government departments will take up other responsibilities as per Table 1.

In addition, a multi-sectoral Forest Reserve Management Advisory Committee will be established to assist DFRR in overseeing the operations of the Ecotourism ventures.

Table 2: Institutions of the public sector and their responsibilities

Institution	Responsibilities
Department of Forest and Range Resources.	Statutory responsibility for Forest Reserves management, implementation of the Forest Act and Policy. Support to communities under the CBNRM policy. Management of wildland fires.
Department of Tourism	Implementation of tourism policy and strategies. Support to communities under the CBNRM policy. Issuing of tourism enterprise licenses.
Department of Wildlife and National Parks	Statutory responsibility for management of National Parks and Game Reserves. Support for WMAs. Support for communities under the CBNRM policy (e.g. training of community wildlife guides). Administer hunting and control problem (wild) animals.
Department of Environmental	Competent authority for Environmental Impact Assessment implementation. Overall coordination of natural resources

Affairs.	management.
Department of Lands	Responsible for land use planning and administration, in part through Land Boards and District Landuse Planning Unit at district level. Allocation of land rights and land management in State Land.
Department of National Museum and Monuments	Overseeing archaeological impact assessment process. Protection of natural and cultural heritage sites.
Department of Waste Management and Pollution Control	Issuing of permits for waste transportation, storage and disposal. Registration and Issuing of permits for air emitting operations
Department of Water Affairs.	Allocation of water rights (ground and surface water) through the Water Apportionment Board

3.3. Local authorities

Local government includes the district administration (including District Landuse Planning Unit), the tribal administration (including the traditional leaders), the district and town councils (local authorities), and the Land Boards.

Table 3: Institutions of local authorities and their responsibilities

Institution	Responsibilities
Chobe District Council (ChDC).	Local political body that provides development leadership at the district level. Issuing and enforcement of bye laws. Provision of waste disposal sites and waste collection systems in settlements. Issuing of trading and other permits. Responsible for the development and implementation of various District Plans (Land use Plan, District development Plan, District Settlement Plan, District Tourism Plan and District Waste Management Plan). Some plans are developed jointly with the Land Board. Collection of tourism concession royalties.
District Administration.	Responsible for social welfare and local implementation of central government projects and programs, including most of the local public infrastructure. Assist in the identification and monitoring of subsistence uses in Forest Reserves. Stimulate the use of culture and traditional knowledge in ecotourism and

	the management of Forest Reserves. Contribute to conflict resolution, particularly within CBOs and between subsistence and commercial uses
Land Boards	Allocation of land rights and land management in Tribal Land. Collection of tourism royalties (Tribal Land).
Tribal administrations	<p>administration of issues concerning their respective tribal areas, including presiding over customary courts and consultative meetings designed to inform the development process, as well as to elect village development committees.</p> <p>Traditional leaders are important as they can influence and mobilize communities in their areas of jurisdiction to participate in forest ecotourism management.</p> <p>Traditional leaders are important as they can influence and mobilize communities in their areas of jurisdiction to participate in forest ecotourism management.</p> <p>Traditional leadership should be actively involved in forest ecotourism, in particular, in reviving and tapping on indigenous knowledge for natural resource management.</p>

3.4. Private Sector and Parastatals

The private sector provides and markets goods and services for sale and profit. This includes accommodation, food, tourism products and personal services. The private sector is regarded as the engine for future economic growth due to the role it plays. The Government therefore, recognizes the private sector as a role player and partner in the utilization, conservation and sustainable management of forest resources. The private sector provides resources and skills to develop ecotourism and can act as mentors to ecotourism SMMEs. Roles and responsibilities of the private sector also include the adherence to the code of conduct for tourist operators, private investment in ecotourism activities.

Table 4: Institutions of the private and parastatals sector and their responsibilities

Institution	Responsibilities
Botswana Tourism Organization.	Marketing the country as a preferred tourism destination including product development and packaging, promotions and distributions. Coordination of efforts and resources of public and private sector partners.

Local Enterprise Authority (LEA).	Development and support services to the local needs of SMMEs, including training, mentoring, business plan finalization, market access facilitation, and facilitation of technology adaptation and adoption. Support for tour operators and small businesses to assess opportunities to increase local supplies and benefits. Support emerging SMMEs that engage in or supply ecotourism companies.
Citizen Entrepreneurial Development Agency (CEDA).	Support for the development of small, medium and large-scale enterprises. Funding for capital expenditure, stock or working capital in new and existing business ventures. Training and mentoring for new and seasoned entrepreneurs. CEDA and LEA need to work closely together to ensure that support needs of small enterprises are met.
Air Botswana.	Provision of adequate and economic flights between Kasane and national and regional hubs should be enhanced.

3.5 Communities

Communities focus on meeting their basic needs and improving their livelihoods through the available options of traditional agriculture, gathering of veld products and community based rural development and natural resource management. The accruing of benefits from local resources is paramount to communities socio-economic development. It is therefore, very important for the local community to realize the benefits in order to appreciate the need for utilization of resources sustainably.

3.6 Non Governmental Organizations / Civil Society

Non-Governmental Organizations (NGOs) are watchdogs for special interests and/or vulnerable groups and provide technical support to communities and government. The role of NGOs include assisting government in environmental management, promoting natural resources entitlements of communities, being the voice of the voiceless and weak and in fostering sustainable natural resource management. NGOs also compliment and synergize government efforts in natural resource management and may help arbitrate contested resource claims. Civil societies have played a major role in the development of CBNRM in Botswana. Role and responsibilities of NGOs include the provision of technical assistance particularly to communities, articulate and address social and environmental concerns such as biodiversity losses, poverty, gender issues and marginalization of the vulnerable population groups. When necessary, represent the interest of workers in the tourism sector, assist with representing the interests of ecotourism through HATAB, lobby on behalf of special interest groups, communities and/or vulnerable groups.

4.0 REQUIREMENTS TO BE PROVIDED BY THE REGULATOR

4.1 Forest Reserve Management Plan

A Forest Reserve Management Plan (ANNEX 1) for each Forest Reserve is a prerequisite for the development of Ecotourism venture. The FRMP provides comprehensive information on the planning area. The information must cover at least basic data about the climate, the geology, the topography and the soils of the landscape. Maps should be provided to illustrate the text at a scale not larger than 1:25000 for better understanding. Digitally modified topographic maps or aerial photographs are suitable.

Furthermore a detailed comprehensive description of the different habitats, their values and interrelations including forest types and flora and fauna must be given. An inventory must list all higher plant and animal species with their IUCN Red List status that occur in the Forest Reserve area. A habitat map at a scale not larger 1: 25000 has to be provided to display the spatial distribution of species and the habitat zoning. The FRMP must differentiate between species that provide humans with Non-Timber products and those species that have no additional value other than their ecological value or timber production. The spatial occurrence of the species must be clearly discernible from supporting maps and from corresponding text.

The FRMP emphasis is on conservation. The main target is to describe the pathway of conserving the biological diversity of the area by maintaining integrity, function and diversity of living organisms and the complexes of which they are part. The chapter should explain in brief what problems with regard to ecosystem diversity (ED), species diversity (SD) and genetic diversity (GD) exist in the specific FR and should justify the chosen parameters to describe and monitor the situations. For each of the three topics (ED, SD, GD) a listing and description of values, targets and indicators (parameters) which are useful for maintaining and/or possibly enhancing the respective kind of diversity has to be attached. Whereas “values” stands for a certain element or feature of the landscape that has a broader significance for the ecosystem and “targets” defines the desired status of that value. It is important to clearly define indicators set targets and their timelines before any activity resumes in order to have a defined monitoring schedule. All activities are designed to have minimal impact on the tourism products and the environment.

4.2 Information center

Each Forest Reserve should have an Information center. The center serves for various purposes:

- Provide general information about the FR and its flora and fauna by displaying maps and posters as well as natural and cultural heritage sites.
- Provision of feedback by tourist on the tourism product
- Point of assemble for guided tours

- Provision of local products and refreshments
- Carryout educational programs for citizens

4.3 Granting of User Rights

User rights for ecotourism businesses shall be granted by the competent authority as stipulated in the acts and policies. This shall be guided by the Forest Management Plan and Ecotourism Plan.

4.4 Control of documents

In order to conduct an effective quality assurance and to enable the auditing of the Management of the forest reserve and its private operations, at least minimal documentation must be in place. The nature of auditing is to investigate planned activities from the implementation plan, the auditor must be provided with proof about former activities. A fundamental requirement for an audited organization is therefore to be able to produce this information without any failure, hence the need to have access to all important documentation is crucial at the time of audit.

4.5 Catalog of requirements.

The catalog consists of several separate tables (lists) covering different aspects of forest management or the operation of a business in the Reserves. In preparing for an audit, one should select the relevant lists for the specific audit. This will guide the auditor to quantify, qualify and analyse activities which are audited objectively without being bias.

4.6 Product development.

The Forest Authorities and other relevant stakeholders shall be required to assist and guide potential eco-tourism investors through the process, steps and procedure to develop the eco-tourism product as indicated on (ANNEX II)

5.0 REQUIREMENTS TO BE MET BY THE INVESTOR

Management of Forest Reserves for ecotourism should be comprehensive and holistic based on the notions of the ecosystem approach and sustainable development, aimed for multiple-use and conservation of biodiversity (BD). The management should be a continuous process with at least the following features:

- ❖ Focus on biodiversity conservation and maintenance, in particular conservation of tree and plant species,
- ❖ Wildlife migratory routes,
- ❖ Water and soil resources;
- ❖ Active participation of local stakeholders, communities and NGOs.

5.1 Eco-tourism Plan

The Ecotourism Plan (ANNEX III) mainly serves to describe where, which, when and how often ecotourism activities in a specific FR are allowed. The plan is based on the ecological findings of an approved, up to date and functional FRMP. The ETP has to be reviewed by FR Management Committee and approved by the Director of DFRR.

The requirements of the ETP are a map of a scale not larger than 1:25000 that shows the respective reserve or more detailed parts of it. Furthermore the entire infrastructure, routes to be used, major landscape structures, the clustered habitats and all sites of potential tourist interest are drawn on the map.

For each activity a profile will be elaborated which specifies the operational conditions. For example, it will be defined when during the year or during a day a certain activity is allowed and how often and how many persons are allowed per specific period. These conditions vary much according to the activity and the habitat in which they are taking place. Each site therefore has different treatment depending on the status of the conditions set.

A general code of conduct (minimum requirements for cars and adapted behavior of people to enter the reserve) for individual tourist and ecotourism operators have to be developed and measures should be in place to enforce these rules, which is key to Ecotourism success. The developer is obliged to put in place an impact schedule in order to maintain desirable standards and minimize environmental impacts.

5.2 Participation by Local Communities

Ecotourism's main pillars are community involvement in all areas of the development of the ecotourism product. Local communities should therefore be advised on the importance of appreciating and maintaining the authenticity of local natural and cultural heritage. Local communities' empowerment is very important. This could be achieved through providing employment, tourism goods and services, subcontracting cultural activities etc. Skills transfer is very essential during any tourism partnership.

5.3 Infrastructure

The infrastructure must comply with the Botswana Ecotourism Best Practice Guidelines, which specifies the following requirements in terms of the physical infrastructure development:

- Ecotourism facilities physical design and operation should wholly be based on sustainability principles and in-depth understanding of the potential environmental impacts.
- Compulsory undertaking of EIA and development of environmental management plan (reduce waste generation, waste separation and recycling and re-use, maximize efficiency of energy and use of solar power through design and appliances, maximize water use efficiency through water demand management, waste management & green practices, reduce noise pollution in design e.g. generator, reduce the carbon footprint of tourism services, compliance with waste management regulations, use of environmentally friendly products and technologies e.g. biodegradable products).
- The architectural design should include the basic requirements of an efficient, comfortable and attractive accommodation but also reflect vernacular and traditional architecture of the region, including shape, color and materials.
- The design and material selection should recognize the environmental impacts of the entire lifecycle of all architectural resources from extraction, manufacturing, procurement and eventually return to nature.
- Consideration should be given to the appropriate scale of the development including mass, proportion, layout and composition (size and height of buildings should fit/vanish into landscape).
- The sourcing of materials should be based on sustainability and appropriateness (preferred use of indigenous low maintenance material, use of material produced through sustainable production methods, low impact technologies).

A certification, or the projected certification, of the tourism infrastructure according to the **Botswana Tourism Organization** is favorable. Furthermore the infrastructure must follow the ecotourism plan submitted.

5.4 Product development

The investor shall be required to follow the guiding developmental stages as indicated on the flowchart on the main steps for procedure to develop eco-tourism product (Annex 1.6).

6.0 MONITORING AND EVALUATION

Monitoring is the core process in conservation in order to verify whether the conservation efforts have been effective and warn when there is decline in the standards set to assess the operation sites. Another major consideration in monitoring is the tracking of pollution levels as a result of investment opportunities.

The basic principle of independent monitoring is to measure indicators that have been established well prior to the control activity to avoid bias. Socio-economic parameter forms part of the assessment, even though at a much lower intensity. The socio-economic monitoring should be able to answer the questions on the impact on neighboring and involved communities (development status, conflicts and complains etc.) as well as the economic aspect (revenue, profit, success, etc.). Monitoring results are primarily applied to track conservation initiatives and objectives of a particular site. Project monitoring is therefore very important in tracking progress, failure and putting corrective measures in place.

6.1 Quality Assurance

Quality assurance (QA), is a wider concept that covers all policies and systematic activities implemented within a quality system. QA consists of different components like among others determination of adequate technical requirements, audit of the process quality, evaluation of the process to establish required corrective response and audit of the final output for conformance to prior set standards .

In order to obtain the approval for opening up a FR the process has to be successfully audited. Audits will be carried out by trained staff of DFRR. There will be an audit covering the basics. An audit schedule will be attached to the project document for planning purposes.

Table 5: Audit schedule

Audit number	Kind of audit	Year of conducting
B1	Basic requirements	0 (when FRMP is ready)
S1	Administration requirements	2 years after the basic audit has been passed
S2	Administration requirements	4
S3	Administration requirements	7
S4	Administration requirements	10
B2	Basic requirements	12 (when FRMP is renewed and updated)

S5	Administration requirements	2 years after the second basic audit has been passed
S6	Administration requirements	5
S7	Administration requirements	8
B3	Basic requirements	12 (when FRMP is renewed and updated)
S8	Administration requirements	2 years after the third basic audit has been passed
S9

All stages at the audit level shall be recorded and recommendations made towards the desirable steps to be followed in order to have corrective measures addressed.

6.2 Limit of Acceptable Change

The Limit of acceptable change (LAC) method answers the question what resource and social conditions are appropriate (acceptable) and how to attain those conditions?

Steps for LAC planning:

- Identify area with special values, issues, and concerns. All stakeholders in the FRs (communities, government, scientists, tourism operators, etc) would meet to identify what special features and qualities within the area require attention, what management problems or concerns; the role the area plays in both regional and national context.
- Identify and describe recreation opportunity classes or zones: this would include other uses of the resources (traditional uses). This would also indicate the likely human impact and how this can be managed.
- Select indicators of resource and social conditions: these are specific elements selected to represent the conditions deemed appropriate and acceptable in each resource.
- Inventory of existing resource and social conditions: e.g. identify location of flora, fauna, burial sites, heritage remnants, location of various resources, conditions in which they are (can be derived from FRMP).
- Specify standards for resource and social conditions in each opportunity class: then set standards, acceptable conditions i.e. limits of acceptable change that is allowed. Identify alternative opportunity class allocation: look at different ways that resources could be used.
- Identify management actions for each alternative: this requires an analysis of the costs that will be imposed by each alternative. E.g., some alternative might be to zone one forest reserve hence not to be opened for ecotourism development.
- Evaluation and selection of a preferred alternative

- Implement actions and monitor conditions: implementation plan must detail actions, costs, timetable and responsibilities to ensure timely implementation. The monitoring program focuses on the indicators selected in step 3 and compares their condition with those identified in the standards. This information can be used to evaluate the success of actions.

Limit of acceptable change is therefore, set to address thresholds/standards as originally recorded. Its application is important as a monitoring tool in Ecotourism designated sites.

6.3 Impact-Compensation Plan

DFRR will be responsible for the examination of the conformity and sufficiency of the submitted Impact-Compensation Plans (ICP) for permanent or temporary modifications in the FR. It is advantageous to base the ICP on a LAC (Annex 1.4) survey. In case of rivaling proposals or when the allowable amount of businesses is about to be reached the scientific superior ICP is the decisive factor. Business plans that are aiming to be in line with the Botswana Tourism Board (BTB) Ecotourism Highest Standard is advantageous (projected to get certified).

The parallel carrying out of measurements that require compensation and the compensation itself is admissible. The completion date or the completed introduction of compensations should not be later than one year after the completion of the compensation requiring activity. Abandoned or not completed projects have to be renaturalised / stripped down at the applicants own expenses.

ANNEXTURE

7.1. FRMP outline-Annex 1

1. Basic land details

1.1. Ownership, user rights

1.2. Land description

[Comprehensive description of the topography, geology, soils and climate of the landscape]

1.3. Forest description

[Comprehensive description of the different habitats their values and interlinks including forest type and flora and fauna. The history of the forest is given as well.]

1.4. Maps

[Maps that show the boundaries, the relevant habitats and natural structures and the forest types will be included (3 maps of 1:25000 scale). Digitally modified topographic maps or aerial photographs are suitable.]

2. Forest inventory

2.1. All tree species by stem numbers and diameter

[The results of a regular forest inventory based on an adequate sampling size in addition to the present inventory.]

2.2. Spatial distribution of species and age classes

[The results of a regular forest inventory based on an adequate sampling size in addition to the present inventory.]

2.3. Reliable estimation of tree regeneration

[Description of the natural propagation methods of the present tree and edible fruit bearing shrub species. Appraisal of the rejuvenation rate of each present tree species at the particular conditions]

3. Non-timber inventory

3.1. Description of all potential non-timber products

[Listing of all raw materials that can be utilized in anyway by humans including, if applicable, their processing methods and market potential]

3.2. Volume of non-timber products

[Reliable survey based estimates of the present resource volumes of the major NTP's]

3.3. Spatial distribution of non-timber products

[Description of the distribution and mapping of the major NTP's in the area]

3.4. Possible annual off-take by product

[Projection of the possible spatiotemporal major NTP's utilization rates by species]

4. Conservation goals

4.1. Community participatory process

[Representation of the participatory process of finding multilateral agreed, scientifically and practically sound conservation values, targets and indicators]

4.1.1. Conservation values and indicators

4.1.1.1. Conservation of Biological Diversity

[Description of the pathway of conserving the biological diversity of the area by maintaining integrity, function, and diversity of living organisms and the complexes of which they are part.]

4.1.1.1.1. Ecosystem Diversity

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators for maintaining and possibly enhancing the diversity of communities and ecosystems that naturally occur in Thotayamarula and its vicinity]

4.1.1.1.2. Species Diversity

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that ensure that habitats for the native species found in Thotayamarula and if necessary in the surrounding areas are maintained through time.]

4.1.1.1.3. Genetic Diversity

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that represent the conservation of genetic diversity by maintaining the variation of genes within species.]

4.1.1.1.4. Protected Areas (PA's) and Sites of Special Biological Significance

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). If applicable, lists and describes values, targets and indicators that are able to show the effort and success of long-term maintaining of identified areas of outstanding value within the Forest Reserve area.]

4.1.1.2. Maintenance and Enhancement of Forest Ecosystem Condition and Productivity

[Description of the process of conserving forest ecosystem condition and productivity by maintaining the health, vitality, and rates of biological production.]

4.1.1.2.1. Forest Ecosystem Resilience

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that represent the conservation of ecosystem resilience by maintaining both ecosystem processes and ecosystem conditions.]

4.1.1.2.2. Forest Ecosystem Productivity

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that represent the conservation of forest ecosystem productivity and productive capacity by maintaining ecosystem conditions, which are capable of supporting naturally occurring species.]

4.1.1.3. Specific Forest Reserve Ecosystem Contributions to Global Ecological Cycles

[Description of the process of maintaining forest conditions that contribute to the health of global ecological cycles and the enlargement of forest areas.]

4.1.1.3.1. Carbon Sequestration

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that represent the maintenance processes which take carbon from the atmosphere and store it in forest ecosystems.]

4.1.1.3.2. Forest Land Conversion

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that represent the efforts of protection of forestlands from deforestation or conversion to non-forests.]

4.1.1.4. Multiple Benefits to Neighboring Communities

[Description of the process to sustain flows of forest benefits for current and future generations by providing multiple goods and services.]

4.1.1.4.1. Non-Timber Benefits

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that show the sustainable management of the forest in order to produce acceptable and feasible benefits from non-timber resources.]

4.1.1.4.2. Sustainable Development of Communities

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that show the sound use of revenues from NTP's with regard to a long term communal development]

4.1.1.4.3. Fair Distribution of Benefits

[Brief problem analysis and derivation of the relevance of the chosen parameter(s). Listing and description of values, targets and indicators that show a fair and proportional sharing of the benefits among neighboring villages]

5. Management

5.1. Conservation Measurements

[Detailed description of the methodology and timeline how to maintain or achieve the set targets from chapter 4 "conservation goals".]

5.1.1. Conserving Biological Diversity

5.1.2. Maintaining and Enhancing Forest Ecosystem Condition and Productivity

5.1.3. Specific Forest Reserve Ecosystem Contributions to Global Ecological Cycles

5.1.4. Multiple Benefits to Neighboring Communities

5.2. Relationship with the Surroundings

[Description of the ecosystem linkages with the surrounding landscape and explanation of the managing challenges/activities arising from them.]

5.3. Harvest

5.3.1. Non-timber Products: Technique, Amount, Scheme

[Description of the harvest methods including annual allowable amounts (carryover from chap. 3.4) and timeframes for all major NTP's]

5.3.1.1. Reduced Impact Harvesting

[Description of reduced impact harvesting ideas and adaptation to the situation of the Reserve.]

5.4. Monitoring

[Presentation of the methodology and scheme of monitoring based on the values, targets and indicators set from chap. 4.1.1. "conservation values and indicators".]

5.5. Adaptive management (Continual Improvement)

[Description of the continual improvement process based on an internal review process that is to be installed. Furthermore, the mechanisms of adaptive management fed by the results of "continual improvement" and practical experiences are to be laid out.]

5.5.1. Training \ Capacity building

[Description on how the capacity building / training of the people involved in conserving and utilizing the Reserve on all levels is organized to keep their skills and knowledge appropriate for their tasks.]

5.6. Marketing (if appropriate)

5.6.1. Non-timber Products

[Overview of possible marketing channels and marketing strategies by product]

6. Annex

6.1. Maps

6.2. Species lists

6.3. Monitoring and reporting forms

7.2 Forest Reserve Management Plan

Check list B2: Forest Reserve Management Plan (basic level)

DATE and AUDIT CODE										
FOREST RESERVE										
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)										
NAME of ASSESSOR										
#1112.	Audit issue	Proof	Ranking	Validity	Comments	Check				
1	Is there an approved Forest Management Plan in place?	FRMP	●	□		□				
2	Are there 1:25000 maps in place that show the reserve, its habitats and the spatial distribution of important indicator species (fauna and flora)?	Respective maps	●	□		□				
3	Are there 1:50000 maps in place that illustrate some or all of the information about the reserve on climate, geology, topography and soil?	Respective maps	●	□		□				
4	Is there a 1:25000 non-timber-product map attached to the FRMP showing the spatial distribution?	Respective map	●	□		□				
5	Does the text of the FRMP sufficiently describe the landscape and is the connection of text and maps always clear?	FRMP	●	□		□				
6	Are the chosen ecological indicators in the FRMP comprehensibly justified?	FRMP indicators	●	□		□				
7	Are the chosen ecological targets in the FRMP comprehensibly justified?	FRMP targets	●	□		□				
8	Are the management measurements to reach the targets of the FRMP are explained in detail?	Respective mmgt process(es) (SOP)	●	□		□				
9	Are the management measurements to reach the targets of the FRMP sound and target-aimed?	Respective mmgt process(es) (SOP)	●	□		□				
10	Is each of the 3 ecological	FRMP	●	□		□				

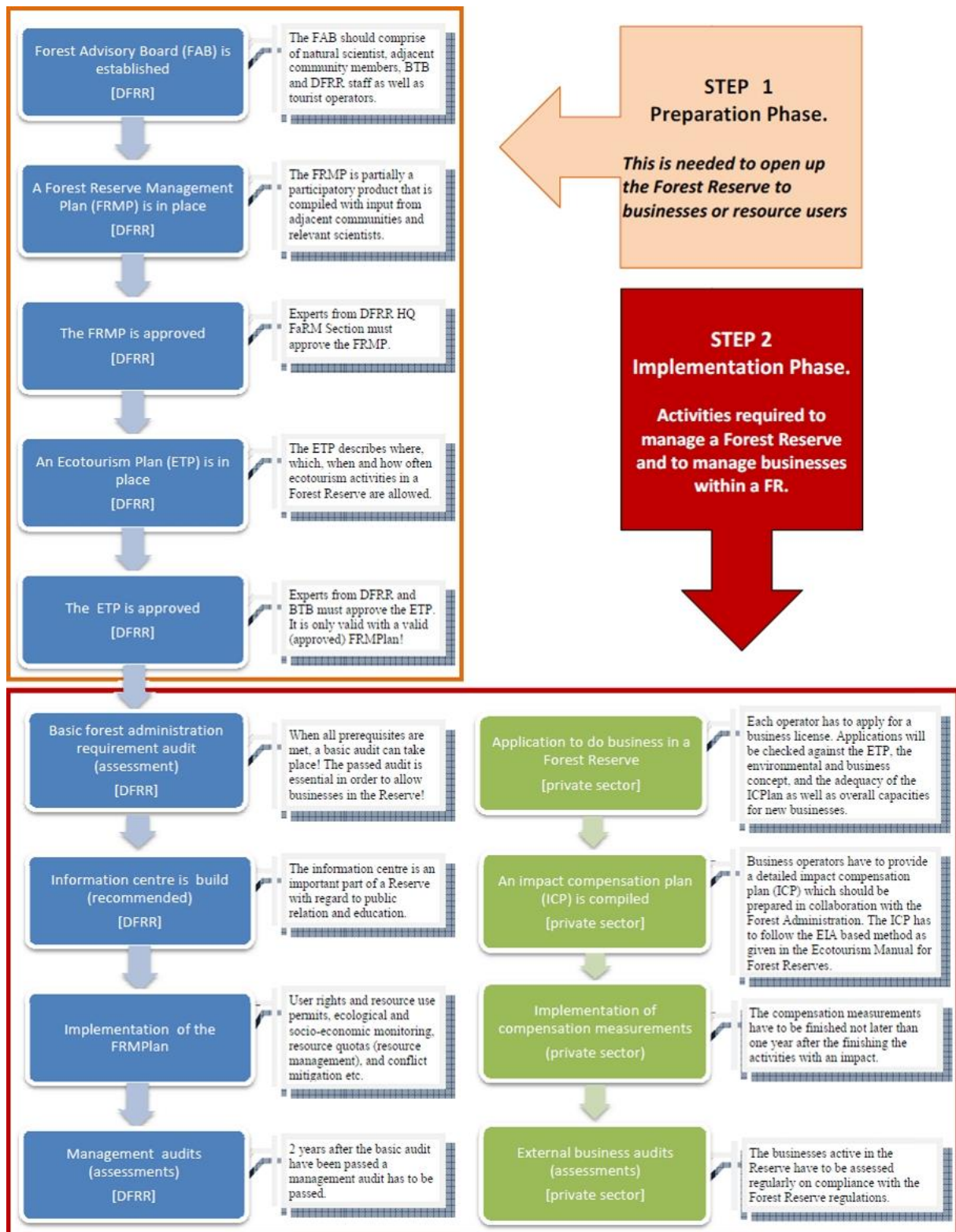
	topics (ecosystem diversity, species diversity and genetic diversity) sufficiently addressed in the FRMP? With other words, are there enough ecological indicators to monitor effectively the real situation of fauna and flora in the reserve? → at least 3 indicators per topic and 2 targets per indicator	indicators			
11	Is the establishment of protected areas or the considered renunciation of protected areas within the FR well justified in the FRMP?	FRMP protected areas	●	<input type="checkbox"/>	<input type="checkbox"/>
12	Does the FRMP explain how the areas adjacent to the reserve affect its management?	FRMP transborder mmgt.	●	<input type="checkbox"/>	<input type="checkbox"/>
13	Is the FRMP in line with national regulations?	Legal crosscheck	●	<input type="checkbox"/>	<input type="checkbox"/>
14	Is the FRMP in line with international treaties to which Botswana is signatory?	Legal crosscheck	●	<input type="checkbox"/>	<input type="checkbox"/>
15	Does the FRMP explain the process of "adaptive management" in the reserve?	SOP "adaptive mmgt"	●	<input type="checkbox"/>	<input type="checkbox"/>
16	Is the expiration date of the FRMP not older than six month?	FRMP	●	<input type="checkbox"/>	<input type="checkbox"/>
17	Are all non-timber products of the area described?	FRMP, local population	●	<input type="checkbox"/>	<input type="checkbox"/>
18	Are annual allowable off-take rates set for each product?	FRMP NTP off take	●	<input type="checkbox"/>	<input type="checkbox"/>
19	Is the establishment of zones of different protection intensities justified thoroughly?	FRMP	●	<input type="checkbox"/>	<input type="checkbox"/>
20	Is the zoning of the reserve based on the habitat descriptions of the FRMP? → with other words: was the ecological survey (inventory) of the FR completed before the zoning and were the results been presented at the stakeholder meetings?	Minutes of the zoning workshop/meeting	●	<input type="checkbox"/>	<input type="checkbox"/>
21	Is the FRMP aligned with the existing various land use plans	Minutes of the	●	<input type="checkbox"/>	<input type="checkbox"/>

	in the region?	repective workshops/ meetings			
22	Does the FRMP follow for the most part the provided template outline?	FRMP	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Does the FRMP describe in detail how each of the set indicators has to be monitored? → in detail includes: method of measurement including units, interval, equipment, reporting method	FRMP	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUB-TOTAL	Sum of valid points	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Sum of achieved points		<input type="radio"/>	<input checked="" type="radio"/>
	Percentage	a	b	

a, b, c, d, e to be carried over

7.3 Flowchart of the main steps of the process-Annex II



7.4 Ecotourism Plan-Annex III

Check list B3: Ecotourism Plan (basic level)

DATE and AUDIT CODE				d	d	m	m	y	y	y	y
FOREST RESERVE											
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)											
NAME of ASSESSOR											
#1113.	Audit issue	Proof	Ranking	Validity	Comments	Check					
1	Is there an approved Ecotourism Plan in place?	ECP		<input type="checkbox"/>		<input type="checkbox"/>					
2	Does the text of the ETP sufficiently describe the allowable businesses (what, where, how) and is the connection of text and maps always clear?	ETP		<input type="checkbox"/>		<input type="checkbox"/>					
3	Is the Ecotourism Plan valid?	Approval date and valid FRMP		<input type="checkbox"/>		<input type="checkbox"/>					
4	Does the ETP contain the demanded map of 1:25000?	Map		<input type="checkbox"/>		<input type="checkbox"/>					
5	Does the text part of the ET-plan sufficiently and comprehensibly explain why particular kinds of businesses are allowed in the reserve?	ETP		<input type="checkbox"/>		<input type="checkbox"/>					
6	Does the text part of the ET-plan sufficiently and comprehensibly explain why a particular amount of businesses is allowed in the reserve?	ETP		<input type="checkbox"/>		<input type="checkbox"/>					










SUBTOTAL	Sum of valid points		_____		c	_____		_____
	Sum of achieved points				d		e	
	Percentage	a		b				

a, b, c, d, e to be carried over

7.5 Infrastructure

Checklist P11: Checklist for Infrastructure (private sector level)

DATE and AUDIT CODE									
FOREST RESERVE									
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)									
NAME of ASSESSOR									
#1133.	Audit issue	Proof	Ranking	Validity	Comments	Check			
1	Is the tourism facility satisfyingly integrated into the surroundings? →valid for all kinds of structures except roads. A clear relationship to the local environment must be visible	On site check		<input type="checkbox"/>		<input type="checkbox"/>			
2	Is the vast share of the construction materials from natural indigenous sources? →not valid with very basic facilities like small campsites without ablution blocks etc.	List of construction material and its origin							
3	Does design and architecture reflect Botswana culture? →not valid with very basic facilities like small campsites without ablution blocks etc.	On site check							
4	Is there documentary evidence that the architects/designers had extensive experience in sustainable facility design? →not valid with very basic facilities like small campsites without ablution blocks etc.	Job track record							
5	Are at least 60% of the power requirements generated by sources other than fuel or BPC grid? →only valid if power is provided.	Readings and records of alternative power meter against fuel consumption or BPC invoices							

6	Is all the hot tap water heated by solar geysers? →only valid if hot water is provided.	Installation check			
7	Are all light bulbs of the energy saving type (led, fluorescent lamp, etc) →only valid if light is provided.	Spot check			
8	Does the facility have a rain collection and storage system of an adequate size? The capacity must be sufficient for the size of the facility. →only valid if the facility can make use of non fresh water for toilets, gardening, watering etc.	On site check			
9	Does the facility treat and recycle 100% of its grey water? →only valid if the facility is providing significant amounts of fresh or rainwater through fixed installations.	Treatment installation			
10	Is all the biodegradable waste from the facility composted?	Compost			
11	Is all the recyclable waste that is not biodegradable brought back into the production cycle (paper, glass, hard plastic, metals, cooking and motor oil etc)?	Waste sorting place, storage space, receipts.			
12	Is there a proactive waste reduction process in place?	Process description, waste volume recordings			
13	Are all raw materials and supplies as environmentally friendly as possible?	Product descriptions			
14	Are all raw materials and supplies that are potential hazards to the environment stored in a secure way? Accidental contact of harmful substances with the environment must be avoided by appropriate	On site check			

	storage design. →only valid if supply is stored and not immediately consumed.			
15	Are more than 2/3 of the used fuel, electricity or gas driven engines/equipment among the most energy efficient of its class (generators, heater, cooler, cars, boats etc.)? →only valid if any energy driven equipment is used.	List of all engines, machines used with energy consumption particulars.		

SUB-TOTAL	Sum of valid points			
	Sum of achieved points	●	● c d	● e
	Percentage	a	b	

a, b, c, d, e to be carried over

7.6 Reporting sheet

DATE and AUDIT CODE		d d m m y y y y							
FOREST RESERVE									
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)									
NAME of ASSESSOR									
List Number	Percentage of passed	Percentage of passed	Number of valid	Number of achieved	Number of missed	Number of passed	Number of green points	Passed? [required]	
	● a	● b	● c	● d	●	● e	●	Y	N
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

12									
13									
14									
15									
SUM						SUM			
Are there enough green points to compensate for missing yellow?									
Audit needed?									
List of assessed sensitive measurements with the assessment's face back of the sheet or									
1									
2									
3									
4									
Date and Signature (representative of assessed DFRR administration)					Date and Signature (person in charge of the assessment)				

7.7 ICP outline and IC-list templates

1.0. Project details

[applicants details, forest reserve details, application number etc]

1.1. Summary

[brief summary, ½ pages]

1.2. Decision about approval

[approval or rejection, recommendations and brief justification]

1.3. Description of the affected area

[brief ecological and socio-cultural overview of the area]

1.4. Description of the projected activities

[detailed description of the impact]

1.5. Description of the compensation measurements

[detailed description of the compensation]

Annex

Maps

7.8 Impact and Compensation value lists

Date of examination						
Name of Forest Reserve						
GPS data of impact area						
Business application number						
Name of business applicant						
Business name						
Name of surveyor						
IMPACT SHEET ON ABIOTIC COMPONENT [Form ISA]						
Valuable item	Multiplier	Size of the area (in m ²)	Fine tuning [1.0 – 1.25]	Subtotal		
Anthropogenic effect on soil	Extremely high [sealed ground]	1.75				
	High [partially permeable seal]	1.5				
	Moderate [removal of cover, earthworks]	1.25				
	Low [temporal exposition to strange substances]	1.0				
	Not affected	0				
TOTAL SOIL						
Anthropogenic effect on hydrologic balance	High [alters water movement of surface and/or ground water]	1.5				
	Moderate [increases evaporation]	1.25				
	Low [increased consumption]	1.0				
	Not affected	0				
TOTAL BALANCE						
Anthropogenic effect on morphology of waters	High [morphology of running or standing water is severely altered]	1.5				
	Moderate [morphology of running or standing water is altered]	1.25				
	Not affected	0				
TOTAL WATERS						
Anthropogenic effect on air	High [severe air pollution]	15	estimate number of polluters			
	Moderate [slight air pollution through petrol engines etc.]	10				
	Low [micro climatic change through air movement blockage or heating up of air]	0.05	estimate affected area in m ²			
	Not affected	0				
TOTAL AIR						
TOTAL ABIOTIC COMPONENT						

Date of examination	
Name of Forest Reserve	
GPS data of impact area	
Business application number	
Name of business applicant	
Business name	
Name of surveyor	

IMPACT SHEET ON BIOTIC COMPONENT [Form ISB]

Valuable items [biotopes and/or smaller natural elements like specific species]	Size of the biotope (in m ²) or number of natural elements	Value points	Total
		2.74	
		2.53	
		2.34	
		2.17	
		2.02	
		1.87	
		1.75	
		1.63	
		1.52	
		1.43	
		1.34	
		1.26	
		1.18	
		1.12	
		1.06	
		1.04	
		1.03	
		1.02	
		1.01	
		1	
TOTAL BIOTIC COMPONENT			

Date of examination					
Name of Forest Reserve					
GPS data of impact area					
Business application number					
Name of business applicant					
Business name					
Name of surveyor					
IMPACT SHEET ON LANDSCAPE (Form ISL)					
Valuable item	Multiplier	Size of the area (in m ²)	Fine tuning [1.0 – 1.25]	Subtotal	
1 Extensive visual integrity	1.1 Moderately disturbed [vast clearings (e.g. new sand or gravel roads), extensive badly adapted buildings, etc.]	1.5			
	1.2 Lowly disturbed [unpleasantly integrated in landscape]	1.25			
	1.3 Not affected	0			
TOTAL INTEGRITY					
2 Share of created landscape-typical elements [ecological/structural valuable components]	2.1 Not existent [no attempt has been made to add valuable natural structures/elements]	1.5			
	2.2 Moderate [minor efforts are visible]	1.0			
	2.3 Extensive [almost every possible area was renaturalised in an ecological value-added manner]	-2		[-1.0 to -1.25]	
TOTAL ELEMENTS					
3 Migrating routes, access routes, usual places	3.1 Extremely high [migrating or water access routes of several species or only one threatened species have been cut off permanently]	2.25	Estimate the affected area that has been lost for the species		
	3.2 High [migrating or water access routes of one or two species have been cut off permanently]	2.0			
	3.3 Moderate [migrating or water access routes of one or two species have been cut off]	1.75			
	3.4 Sub-moderate [Usual gathering/mating /nesting etc. places of one or more threatened species have been disturb.]	1.5			
	3.5 Low [Usual gathering/mating/nesting etc. places of one or more species have been disturbed]	1.25			
	3.6 Not affected	0			
TOTAL ROUTES & PLACES					
TOTAL LANDSCAPE COMPONENT					
TOTAL ISA + ISB + ISL					

7.9 IC-Example

IMPACT SHEET ON ABIOTIC COMPONENT					
Valuable item	Multiplier		Size of the area (in m ²)	Fine tuning [1.0 – 1.25]	Subtotal
Anthropogenic effect on soil	Extremely high [sealed ground]	1.75	1250	1.1	2406
	High [partially permeable seal]	1.5	275	1	413
	Moderate [removal of cover, earthworks]	1.25	3500	1	4375
	Low [temporal exposition to strange substances]	1.0	125	1.25	156
	Not affected	0			
TOTAL SOIL					7350
TOTAL ABIOTIC COMPONENT				7350	

IMPACT SHEET ON BIOTIC COMPONENT				
Valuable items [biotopes and/or smaller natural elements like specific species]		Size of the biotope (in m ²) or number of elements	Value points	Total
Reed grass bank [permanently wet]	ecological	500	2.74	1370
River bank /riparian forest transient area [temporarily wet]		1200	2.53	3036
Riparian forest zone [ground water influenced]		3500	2.34	8190
Sclerocarya birrea [>1.2 m circumference]		12	2.17	26
Spirostachys africana [>1.0 m circumference]		21	2.02	42
TOTAL BIOTIC COMPONENT				12664

IMPACT SHEET ON LANDSCAPE (Form ISL)					
Valuable item	Multiplier		Size of the area (in m ²)	Fine tuning [1.0 – 1.25]	Subtotal
1 Extensive visual integrity	1.1 Moderately disturbed [vast clearings (e.g. new sand or gravel roads), extensive badly adapted buildings, etc.]	1.5	-	-	-
	1.2 Lowly disturbed [unpleasantly integrated in landscape]	1.25	650	1	813
	1.3 Not affected	0			
TOTAL INTEGRITY					813
TOTAL LANDSCAPE COMPONENT				813	
TOTAL ISA + ISB + ISL			20827		

COMPENSATION SHEET [Form CS.1]				
#	Valuable items [biotopes and/or smaller natural elements like specific species and / or other activities with a positive ecological effect]	Size of the biotope (in m ²) or number of elements	Value points [0.1 – 3]	Total
1	Permanently wet low water biotope	2750	3	8250
2	Taking off the seal of soil	550	3	1650
3	Indigenous fruit tree plantation	3000	1.5	4500
4	Elimination of invasive plant species	5000	0.5	2500
5	Rehabilitation of shrub encroachment area	25000	0.2	5000
TOTAL COMPENSATION				21900
MINUS TOTAL ISA + ISB + ISL			-20827	
OVERALL RESULT [must be > 0]		1073✓		

→ Note: this is only an example for the process! The real evaluation (value points etc) has to be done in a transparent participatory process that involves the stakeholders including the applying business operator.

7.10 Scope: Administration requirements (public sector)

Management of the Forest Reserve

Essentials (Office management)

Checklist A4: Office Management (administration level)

DATE and AUDIT CODE		d d m m y y y y					
FOREST RESERVE							
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)							
NAME of ASSESSOR							
#	Audit issue	Proof	Ranking	Validity	Comments	Check	
1	Does the management of the FR have an effective file system in place that enables them to produce the demanded documents immediately?	Visual check	●	□		□	
2	Are the used documents marked as approved?	Documents	●	□		□	

3	Are the date and responsible person apparent from the presented documents?	Documents	<input checked="" type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	Are the documents subject to a revision process that ensures the sole use of the latest versions?	Process, documents, version list	<input checked="" type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>





SUB-TOTAL	Sum of valid points	<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	$\frac{c}{d}$	<input checked="" type="radio"/>	<input type="checkbox"/>
	Sum of achieved points						
	Percentage	a	b				




a, b, c, d, e to be carried over

DRAFT

7.11 Local benefit

Checklist A5: Local Benefit (administration level)

DATE and AUDIT CODE									
FOREST RESERVE									
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)									
NAME of ASSESSOR									
#11212.	Audit issue	Proof	Ranking	Validity	Comments	Check			
1	Has the predetermined order of user rights allocation been observed by offering user rights first to local or neighboring communities (CBO's) and then to individual citizens or joint ventures? →Valid when user rights have been granted in the reserve.	Minutes or other suitable proof		<input type="checkbox"/>		<input type="checkbox"/>			
2	Have the restrictions for joint ventures in the reserve being kept? →Valid when foreign or resident owned companies are active in the reserve.	Profiles of active joint ventures		<input type="checkbox"/>		<input type="checkbox"/>			
3	Are there processes for socio-economic monitoring of the neighboring communities in place?	Process description and records		<input type="checkbox"/>		<input type="checkbox"/>			
4	Are local communities encouraged and supported to engage in the provision of goods or services that cannot be found locally? → support means: activities that range from information transfer to capacity building to microfinance systems.	Minutes of meetings, workshops, trainings etc.		<input type="checkbox"/>		<input type="checkbox"/>			

SUB-TOTAL	Sum of valid points			
	Sum of achieved points		$\frac{c}{d}$	$\frac{e}{e}$
	Percentage	a	b	

a, b, c, d, e to be carried over

7.12 Stakeholder participation

Checklist A6: Stakeholder Participation (administration level)

DATE and AUDIT CODE				d	d	m	m	y	y	y	y		
FOREST RESERVE													
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)													
NAME of ASSESSOR													
#11213.	Audit issue	Proof	Ranking	Validity	Comments	Check							
1	Is there a moderation process established in order to involve and inform stakeholders on FR issues?	Process description, meeting minutes		<input type="checkbox"/>		<input type="checkbox"/>							
2	Is there an effective conflict resolution system in place?	Process description, meeting minutes		<input type="checkbox"/>		<input type="checkbox"/>							

SUB-TOTAL	Sum of valid points		_____		c	_____		_____
	Sum of achieved points				d		e	
	Percentage	a		b				

a, b, c, d, e to be carried over

7.13 Management (Monitoring, Records, Adaptive management etc)

Checklist A7: Management Issues (administration level)

DATE and AUDIT CODE				d	d	m	m	y	y	y	y		
FOREST RESERVE													
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)													
NAME of ASSESSOR													
#11214.	Audit issue	Proof	Ranking	Validity	Comments	Check							
1	Is there prove that the specific process(es) of	Records, minutes,		<input type="checkbox"/>		<input type="checkbox"/>							

	adaptive management are continuously followed? Feedback recordings of team meetings, recorded measurements (amendments of management processes) due to monitoring results, etc)	updated SOP's etc.				
2	Have the further training needs been identified and discussed at general staff meeting?	minutes	●	□		□
3	Is there an approved annual staff-training plan in place?	Training plan	●	□		□
4	Does a general code of conduct exist for the reserve?	Code of conduct	●	□		□
5	Does the design of the center adapt to the surroundings? →valid if a center is present	Subjective assessment	●	□		□
6	Is the center constructed of natural indigenous materials? →valid if a center is present	Material list and description	●	□		□
7	Are resource users controlled on a regular basis?	Monitoring records	●	□		□
8	Does the DFRR district office has established a process to avoid and mitigate land use conflicts effectively (e.g. ADR)?	Process description	●	□		□
9	Does the district office of DFRR take any measurements to fight illegal activities in the FR?	Measurement description and records	●	□		□
10	Does the district office of DFRR enter into any partnerships with other departments or organizations in order to enhance law enforcement in the FR?	Cooperation agreements	●	□		□
11	Is the monitoring linked to the adaptive management process?	Process description and proof of change	●	□		□
12	Is the monitoring of the regulated natural resources	Process description	●	□		□

	done in defined intervals?	and records			
13	Are other parties, like the private businesses that are active in the reserve or neighboring communities, integrated in some of the monitoring?	Joint records		<input type="checkbox"/>	<input type="checkbox"/>
14	Is the monitoring of the ecological indicators done in defined intervals?	Process description and records		<input type="checkbox"/>	<input type="checkbox"/>

SUB-TOTAL	Sum of valid points			
	Sum of achieved points		c d	e
	Percentage	a	b	

a, b, c, d, e to be carried over

7.14 Public relations

Checklist A8: Public Relation (administration level)

DATE and AUDIT CODE				d	d	m	m	y	y	y	y				
FOREST RESERVE															
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)															
NAME of ASSESSOR															
#11215.	Audit issue	Proof	Ranking	Validity	Comments	Check									
1	Does the reserve have an information center?	Center		<input type="checkbox"/>		<input type="checkbox"/>									
2	Does the information center display maps and information material and / or natural exhibits? →valid if a center is present	Maps or exhibits		<input type="checkbox"/>		<input type="checkbox"/>									
3	Does the center uses modern media for information? →valid if a center is present	Equipment		<input type="checkbox"/>		<input type="checkbox"/>									
4	Does the center conduct seminars on conservation topics? →valid if a center is present	Event list		<input type="checkbox"/>		<input type="checkbox"/>									
5	Did the district office of DFRR conduct educational campaigns or other activities	Campaign records		<input type="checkbox"/>		<input type="checkbox"/>									

	that promote the acceptance of the reserve?				
6	Did the district office of DFRR conduct educational campaigns or other activities that informs the neighboring population about the regulations in the reserve?	Campaign records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUB-TOTAL	Sum of valid points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c
	Sum of achieved points	<input type="checkbox"/>	<input type="checkbox"/>	d
	Percentage	a	b	e

a, b, c, d, e to be carried over

DRAFT

7.15 Scope: Private Sector

Management

Checklist P9: Management Issues (private sector level)

DATE and AUDIT CODE						d	d	m	m	y	y	y	y
FOREST RESERVE													
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)													
NAME of ASSESSOR													
#1131.	Audit issue	Proof	Ranking	Validity	Comments	Check							
1	Have the compensations been put into physical practice completely? → valid in case of tangible amendments to the reserve for compensation.	Completed compensation tasks for each impact	●	□		□							
2	Which prove is there that these practices have been incorporated into management procedures and have been constantly carried out? → valid in case of demanded implementations of non-tangible advanced management practices for compensation.	Process description and records	●	□		□							
3	Is the permanent structure certified according to one of the ecotourism standard of BTB?	Certificate	●	□		□							
4	Is the present business in the reserve concurring with the allowed ones in the ET-plan?	comparison	●	□		□							
5	Is the supply of the private operations obtained mainly locally? Including staff, sub-contracts (services), raw materials, durable goods, consumables and food.	Percentage of local supplies for each operation in the reserve	●	□		□							
6	Is there an active “eco-group” that meets regularly to discuss and implement	Minutes of meetings, improvem	●										

	improvements?	ents		
7	Does the company provide educational material on conservation issues in the area and/or on other ecotourism activities in the area?	Information material		






SUB-TOTAL	Sum of valid points		c		e
	Sum of achieved points		d		
	Percentage	a	b		




a, b, c, d, e to be carried over

7.16 Impact Compensation Plan

Checklist P10: Impact Compensation Plan (private sector level)

DATE and AUDIT CODE		d d m m y y y y				
FOREST RESERVE						
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)						
NAME of ASSESSOR						
#1132.	Audit issue	Proof	Ranking	Validity	Comments	Check
1	Is there an approved Impact Compensation Plan in place? →question is only valid when permanent structures (anything that is adding any kind of material to a landscape) or permanent amendments (e.g. gravel or sand roads, campsites, clearings, etc.) are planned in the FR	ICP		<input type="checkbox"/>		<input type="checkbox"/>
2	Does the text of the ICP sufficiently describe and justifies the compensation measurements (what, where, how) and is the connection of text and maps always clear?	ICP		<input type="checkbox"/>		<input type="checkbox"/>
3	Are the compensation measurements in a ratio to	Impact and compensat		<input type="checkbox"/>		<input type="checkbox"/>

	the impact? → the compensation should always be related to the damage that is e.g. a sealed area (tarred or concreted) demands more compensation than a cleared area for a campsite.	ion lists			
4	Are the measures suitable to compensate for the damage and do they represent a sound ecological benefit to the area?	Knowledge able decision		<input type="checkbox"/>	<input type="checkbox"/>
5	Are the compensation measures describe properly including all inputs needed and a detailed period of completion?	Compensation description sheet		<input type="checkbox"/>	<input type="checkbox"/>
6	Does the IC-plan contain a sufficiently detailed map to illustrate the compensations and their location in the FR or in the neighboring areas?	Map		<input type="checkbox"/>	<input type="checkbox"/>
7	Does the ICP follow for the most part the provided template outline?	ICP		<input type="checkbox"/>	<input type="checkbox"/>
8	Has an EIA been carried out to set up the ICP?	EIA		<input type="checkbox"/>	<input type="checkbox"/>

SUB TOTAL	Sum of valid points			
	Sum of achieved points		$\frac{c}{d}$	e
	Percentage	a	b	

a, b, c, d, e to be carried over

7.17: Basic requirements (public sector)

Stakeholder participation

Checklist B1: stakeholder participation (basic level)

DATE and AUDIT CODE			d d m m y y y y			
FOREST RESERVE						
NAME and POSITION of DFRR FR-REPRESENTATIVE (Assessment counterpart)						
NAME of ASSESSOR						
#1111.	Audit issue	Proof	Ranking	Validity	Comments	Check
1	Were all relevant stakeholders involved in the zoning of the reserve?	minutes of meetings, correspondence, workshops etc	●	<input type="checkbox"/>		<input type="checkbox"/>
2	Have relevant stakeholders including neighboring communities being substantially involved in the elaboration of an inventory of significant natural and cultural features in the FR?	minutes of meetings, correspondence, workshops etc	●	<input type="checkbox"/>		<input type="checkbox"/>
3	Have relevant stakeholders including neighboring communities being substantially involved in the determination of clear objectives for the FR as a whole?	minutes of meetings, correspondence, workshops etc	●	<input type="checkbox"/>		<input type="checkbox"/>
4	Have relevant stakeholders including neighboring communities being substantially involved in setting up the Ecotourism plan?	minutes of meetings, correspondence, workshops etc	●	<input type="checkbox"/>		<input type="checkbox"/>

SUB-TOTAL	Sum of valid points	●		●	c
	Sum of achieved points			●	d
	Percentage	a			e

a, b, c, d, e to be carried over