

Table of Contents

Introduction to Basin Management Approach	3
Basic Principles of Basin Management Approach	5
Application of Basin Management Approach	13
1 Start-up Phase	13
2 Stakeholders' Forum Phase	20
3 Basin Management Committee Phase	28
Checklist for Basin Management Committees	35

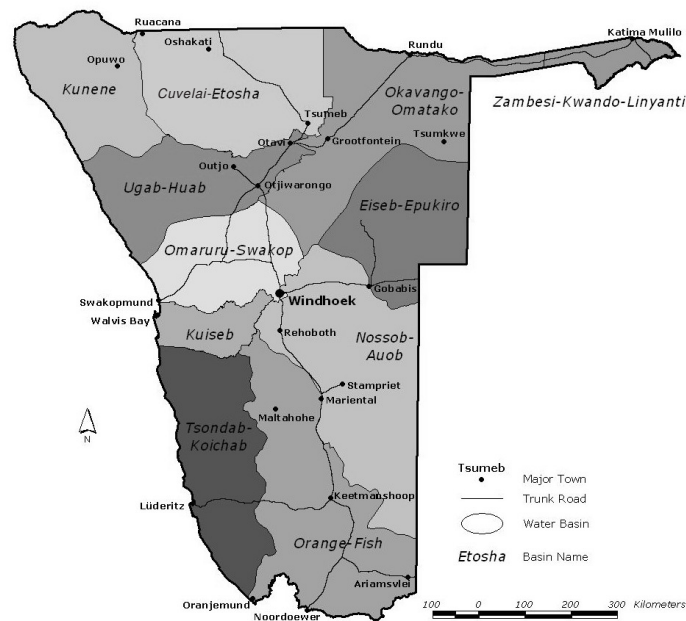
List of Abbreviations

BMA	Basin Management Approach
BMC	Basin Management Committee
IWRM	Integrated Water and Land Resource Management
NDP2	Namibia's Second National Development Plan
NGO	Non -Governmental Organisation
NWRMR	Namibia's Water Resources Management Review

Basin Management Approach

Introduction to Basin Management Approach

Basin management refers to management of all activities aimed at enhanced functioning of a water basin. All land uses, natural processes and environmental disturbances interact with the hydrological cycle and balance within a water basin. Natural resource development and management strategies are more effective if implemented over a whole water basin, reflecting the relation between people, water, land, vegetation and fauna, and the water basin's ecosystems. As a consequence, basins are considered to be the appropriate units for operational management of water and other natural resources.



The eleven river basins in Namibia, as defined by Department of Water Affairs. (A.Bittner, 2005)

Basin Management Approach

In Namibia, the concept of managing water resources at basin level was introduced to and accepted by stakeholders during the water sector review process in the late 1990s. Regional consultations took place to raise awareness about the concept. Stakeholders indicated that they were keen to be involved in the management of their natural resources, given the many problems they encountered associated with our arid climate.

Functional responsibilities for integrated management will be vested in Basin Management Committees to be established in major or problematic basins in the country. Basin Management Committees provide the opportunity for government and communities to work together to assure that integrated water basin management is achieved.



A view of part of the Kuisieb River Basin, including the rugged Khomas Hochland.

Basin Management Approach

Many of the challenges that exist in river basins are due to the fact that there are multiple users of resources in a single basin. This is normally on the scale of different economic activities by people or the environment. The need for forming institutions to manage the water and other resources within a basin has been identified in the Water Resources Management Act.

Basic principles of Basin Management Approach

The Basin Management Approach (BMA) describes the process required to establish Basin Management Committees for Integrated Land and Water Resources Management in a defined area composed of an entire river basin, or part of one, or of several river basins. The goal of the BMA is to place Basin Communities at the centre of their own development with strong support from the relevant service providers. This approach leads to formation of a larger Forum for Integrated Land and Water Resources Management in the selected basin with a Basin Management Committee at its core.

Basin management in Namibia could be useful where the following conditions prevail:

- where there is limited water but demand throughout the basin, e.g. from different groups of people and the environment; or
- where there is competition rather than cooperation among water users in the basin.

Under these conditions, this approach can contribute to better management of water and natural resources in the basin.

A Basin Management Committee can be formed upon the initiative of the Minister of Agriculture, Water and Forestry or of the stakeholders in the basin.

Basin Management Approach



A view over the Khomas Hochland, a large part of the Kuisieb River Basin.

As this is a new approach in Namibia, there is a need to test it. The Kuisieb River basin was selected to “test drive” a Basin Management Committee as there was perceived competition between upstream commercial farmers and downstream communal farmers and between communal farmers and the municipality of Walvis Bay. The Kuisieb has a well-developed database, a variety of stakeholders including an active NGO community, and lies close to Windhoek. Formation of the Basin Management Committee took place during a three-year period.

The Cuvelai basin has been chosen to pilot the second Basin Management Committee because of its dense, rural population, because it is seen to experience water stress and because it is politically interesting to the government of Namibia. The Cuvelai has been divided into four sub-basins with different characteristics to facilitate introduction of the basin management approach.

Basin Management Approach

There are a variety of generic and specific principles to guide the Basin Management Approach in Namibia. These include:

- **Iterative (continuous) process –**
The BMA requires repeated testing, evaluation, review, revision and adjustment on an ongoing basis.
- **Transparent to all –**
The BMA is open and transparent to all interested and affected stakeholders encompassing resource policy makers, decision makers, managers and users at all levels.
- **Open to voluntary participation –**
The BMA is open to voluntary participation in the Basin Management Forum and affords stakeholders the opportunity to contribute to or obtain information from the Forum.
- **Information rich –**
The BMA includes gathering, synthesising, interpreting, reviewing, revising and archiving all available, relevant information on the basin for use by all stakeholders, present and future.
- **Based on shared vision and understanding –**
The BMA facilitates the establishment and ongoing refinement of a shared vision amongst all basin stakeholders and the ongoing enhancement of stakeholders' understanding of the basin and its structure and functions.
- **Enhances capacity of all stakeholders –**
The BMA focuses on enhancing the capacity of all stakeholders to contribute to and gain from the BMA. This involves capacity to participate in the overall Forum for Integrated Resources Management and the Basin Management Committee.

Basin Management Approach

- **Focuses on sustainable development –**
The BMA focuses on identifying options and opportunities for sustainable development in the basin, based on integrated land and water management. Implementation of these options and integration for sustainable development is its main priority.
- **Encompasses Integrated Water and Land Resource Management –**
The BMA addresses and adopts the four principles of IWRM, as elaborated:
 - *fresh water is a finite and valuable resource*
 - *water development and management is participatory*
 - *women play a central role*
 - *water should be treated as an economic good*
- **Encompasses integrated, multi-sectoral approaches –**
While never losing site of water resources, the BMA promotes integrated multi-sectoral approaches to basin management and development, encompassing land and all renewable natural resources.
- **Reflects the Constitution of the Republic of Namibia, 1990 –**
The Constitution, and particularly Article 95 (l) of the Constitution, requires the state to take measures to promote and maintain the welfare of the people by adopting policies aimed at, amongst others, the ‘maintenance of ecosystems, essential ecological processes and biological diversity of Namibia and utilisation of living natural resources on a sustainable basis for the benefit of all Namibians, both present and future.’

Basin Management Approach

- **Reflects Namibia's Vision 2030 –**
With regard to natural resources, the objective of Vision 2030 is to ensure the development of Namibia's 'natural capital' and its sustainable utilisation for the benefit of the country's social, economic and ecological well-being. The strategies to be followed include maintaining stable, productive and diverse ecosystems managed for long-term sustainability and implementing land, water and natural resource policies that ensure fair access by all to the means of production.
- **Reflects Namibia's Second National Development Plan (NDP2) and future plans –**
Strategies for implementation of NDP2 are, amongst others: promoting and strengthening an enabling environment for economic growth and development; promoting sustainable use of natural resources and environmental management; promoting participatory development and equity; developing human resources; promoting good governance and strengthening Namibia's international role.
- **Reflects the Poverty Reduction Strategy for Namibia, 1998 –**
A BMA focuses on three areas that are considered crucial in addressing poverty:
 - 1 Fostering more equitable and efficient delivery of public services (in the context of decentralisation) for poverty reduction countrywide,
 - 2 Accelerating equitable agricultural expansion, including consideration of food security and other crop development options, and
 - 3 Considering options for non-agricultural economic empowerment, including an emphasis on the informal sector and self-employment options.These all influence and are influenced by integrated water and land management.

Basin Management Approach

- **Reflects Namibia's Decentralisation Policy, April 1998–**
Namibia has embarked on a decentralisation process which aims to devolve democracy and participatory decision-making to lower levels of government and to the lowest levels of society. Decentralisation seeks to transfer political, administrative, legislative, financial and planning authority from the centre to regional and local authority councils in order to meet the following four objectives:
 - 1 Extending, enhancing and guaranteeing participatory democracy,
 - 2 Ensuring and safeguarding rapid sustainable development,
 - 3 Transferring power to the regional councils and local authorities based on national ideas and values, and
 - 4 Improving the capacity of regional and local government councils to plan, implement, manage and monitor delivery of services for their constituents.



Basin Management Approach

- **Reflects Namibia's National Land Policy, April 1998 –**
The National Land Policy is aimed at addressing the need for access to land and security of land tenure, both on rural and urban land, in order to redress past social and economic injustices. The Policy sets out a list of fundamental principles, which, amongst others, call for a unitary land system, provides security and protection to all legally held land rights irrespective of the form of tenure, and requires environmentally sustainable land and natural resource use. The Policy reaffirms the position that all land (and water) belongs to the State unless otherwise lawfully owned. It also stipulates that tenure rights allocated under the Policy will include all renewable natural resources on the land, conditional to sustainable use and subject to sectoral policies and legislation.
- **Reflects Namibia's National Agricultural Policy, October 1995 –**
The overall goal of the National Agricultural Policy is to increase and sustain the levels of agricultural productivity, real farm incomes and national and household food security within the context of Namibia's fragile ecosystem.
- **Reflects Namibia's Communal Land Reform Act No 5 of 2002 –**
The Act confirms the vesting of communal land in the State to be held in trust for the benefit of the traditional communities residing in those areas and for the purpose of promoting the economic and social development of the people of Namibia.
- **Reflects Namibia's Agriculture (Commercial) Land Reform Act No 13 of 2002 –**
The Agricultural (Commercial) Land Reform Act summarises the roles and responsibilities of Ministers (e.g. Minister of Land, Resettlement and Rehabilitation) and committees of the state for the purpose of land reform.

Basin Management Approach

- **Reflects the Namibia Water Resources Management Review theme paper: Institutions and Community Participation, 2000 –**
“Community participation is one of the major ingredients of success in achieving good integrated water resource management. Integrated Water Resource Management’s principles are underpinned by the premise that water is a finite resource, vulnerable to degradation and essential for life.” If policies and strategies are developed on a basin-wide or catchment-wide basis then improved natural resource management takes place.
- **Reflects Namibia’s National Water Policy White Paper, 2000 –**
The BMA reflects and takes into account the principles of: ownership, equity, promotion of development, economic value, awareness and participation, openness and transparency, decentralisation, ecosystem values and sustainability, integrated management and planning, clarity of institutional roles and accountability, capacity building and attention to shared water courses as elaborated in the National Water Policy White Paper.
- **Reflects Namibia’s Water Resources Management Act, 2004 –**
The BMA reflects and encompasses all aspects of the Water Resources Management Act but draws its support from Chapter 4 of the Act, focused specifically on Basin Management.

Application of Basin Management Approach (BMA)

1 Start-up Phase of Basin Management Approach

This description of the start-up phase for implementing the BMA assumes that the Minister of Agriculture, Water and Forestry or a group of stakeholders has identified the basin and its relevant issues, and is prepared to lead the process during the initial steps.

1.1

Basin identification and preliminary demarcation of area

- *Identify basin for initiation of Basin Management Approach*
The Minister of Agriculture, Water and Forestry and stakeholders living on or who are interested in the land, water and other renewable resources of a basin are responsible for identification of that basin and its relevant issues, and for the initiation of the BMA. Priority challenges that need to be addressed and resolved in the basin should form the basis for its selection.



Basin Management Approach

Basin identification and preliminary demarcation of area

- *Review demarcation as Forum and BMC evolve*
Select a basin for initiation of the Basin Management approach based on a preliminary idea of the boundaries of the basin and the issues arising within these boundaries. The boundaries and relevant basin issues should be reviewed and refined as the Forum and BMC evolve.
- *Include graphic and descriptive information concerning the demarcated basin in all information materials (1.3 & 2.2)*
Use current information concerning demarcation of the basin, and relevant issues in all information materials prepared. As the details of the basin boundaries change, incorporate these into revised and new information materials.



Basin Management Approach

1.2

Identify stakeholders (iterative process)

- *Identify potential stakeholder groups*
Draw up a preliminary list of all potential stakeholders from the private sector, NGOs and government. This list should serve as the preliminary steps of the BMA and should be reviewed, revised and updated regularly.
- *Identify representatives with input of stakeholder groups*
From the potential stakeholder group list, use appropriate channels to identify representatives from these stakeholder groups to initiate communication. Through an iterative process, identify persons who are considered representative, officially or unofficially, by the groups and are aware of the relevant issues and are interested in participating in and contributing to the BMA.



The NWRMR suggests participation by representatives from the following groups:

- Tourism and industry
- Regional Councils
- Community representatives
- Farming
- Environmental groups (NGOs)
- Academic institutions
- Union officials
- Women's affairs.

Basin Management Approach

Identify stakeholders (iterative process)

- *Develop database of potential stakeholders*
Establish a spreadsheet of stakeholder groups and stakeholder representatives for easy communication. This should include at least: name, title, organisation, position, postal address, physical address, telephone and fax numbers, e-mail address. With time, the individuals' interests, contributions, issues to which they can contribute, and other aspects could be included. ***This database should be revised and updated regularly.***

1.3

Preliminary information dissemination

- *Develop an information dissemination plan based on identified stakeholders' needs*
Review the stakeholder groups identified, and their representatives, and make a first dissemination plan for preliminary information materials. The interests, livelihoods, capacities and usual information sources of the stakeholder groups should be taken into consideration as far as they are known. Ask the questions: What would stakeholders want to know to start addressing issues in their basin? What are the best media for dissemination? Highlight the issues already identified by the initiating body. ***This process is iterative.***



Basin Management Approach

Preliminary information dissemination

- *Identify dissemination mechanisms, e.g. radio, posters, brochures, meetings.*
Based on the plan, select the best mechanisms to reach the identified stakeholders. Several mechanisms may be appropriate for initial dissemination steps. ***This is an iterative process.***
- *Develop information materials*
Assemble information about the basin using identified challenges of the basin as a guide. This information should include a first overview of some or all of the following: geographical setting of the basin; relevant land and water management and use issues; land tenure and land use; population density and distribution; agricultural practices; economic activities; environmental characteristics and social patterns. This preliminary information will be revised and extended during the BMA process.



- *Disseminate information according to plan*
Using the stakeholders' database and the information dissemination plan, disseminate preliminary information about the basin. This will support the next steps of the BMA. ***This process is iterative.***

1.4

Preliminary meetings (iterative process)



- *Hold preliminary meeting with potential stakeholders (see 1.2 above)*
Using the stakeholder database after dissemination of preliminary information, hold preliminary meetings with identified stakeholders. This may be one big meeting or several smaller meetings with stakeholder groups or stakeholders living in a particular part of the basin or managing a particular resource. Use group facilitation and visualisation methods to identify issues. ***Review and refine the stakeholder database at preliminary meetings and all other meetings.***
- *Disseminate proceedings to participants*
Immediately establish a process for recording the minutes of meetings with stakeholders and disseminating these results to participants as well as other stakeholders. Use the refined database. Continue to refine this process to become more efficient and effective.
- *Start gathering information needs and interests*
Use preliminary meeting and all subsequent meetings to identify the land and water use and management issues and to refine information needs and interests of the stakeholders. Use visualisation techniques to facilitate. Continually ask the stakeholders what are their needs and interests; where do they think this information can be

Basin Management Approach

Preliminary meetings (iterative process)

gathered; who amongst the stakeholders has this information and are they willing to share it; how might stakeholders use this information; and how might they gather new information to satisfy their needs and interests. ***This process is ongoing.***



- *Identify information sources*
During the meetings, stakeholders should identify persons and institutions that they think have the required information to elaborate or resolve issues and answer relevant questions. Stakeholders must also identify who will be responsible for collecting and sharing information from these sources. ***This is an iterative process.***



- *Disseminate information at meetings & individually*
Use meetings, the stakeholder database and other means to disseminate information on land and water resources, use and management as it is gathered. Invite stakeholders to make formal presentations at planned meetings and to provide the supporting information. ***This is an iterative process.***

2 Stakeholders' Forum phase of development (iterative)

This description of the Stakeholders' Forum phase for implementing the BMA assumes that the institution leading the start-up phase has identified an alternative lead institution or is continuing with the BMA. The group of stakeholders and their representatives should be structured as a Forum, which establishes its own procedures and programmes. The Forum itself may establish an independent structure or be closely integrated with the Basin Management Committee's operations. The Forum phase may evolve in various ways depending on the basin, the land and water resources, management and use issues, the stakeholders and the process being implemented.

2.1

Develop
Forum
Structure

- *Review stakeholders and refine / expand list*

Continue to identify stakeholder groups and representatives of those groups who are interested in and can contribute to the BMA process. ***This is ongoing.***

- *Identify and invite absent important stakeholders*

Review the stakeholder database and identify important stakeholders who have not yet been contacted or who have declined to participate in the BMA. Invite these important stakeholders to participate while ensuring that they are fully informed about the BMA process and have received all information. Focus on



Basin Management Approach

Develop Forum Structure



those potential stakeholders that have information pertinent to and/or solutions for land and water resources, use and management issues. ***This is an ongoing process.***

- *Hold meetings, disseminate proceedings*
Organise and facilitate meetings as part of the BMA and disseminate proceedings. These meetings will contribute to establishing the Forum and will be more structured as the process evolves. Continue to identify and address issues of importance to stakeholders. ***This is an iterative process.***
- *Formalise the Forum as a structure supporting the BMA.*
At one of the first larger meetings involving a majority of stakeholder representatives, the concept of a Forum should be introduced. The Forum should be described as a broad, interactive structure to facilitate the early phases of developing a Basin Management Committee (BMC). The Forum is an ongoing, permanent structure facilitating information exchange throughout the basin and its stakeholder groups. The Forum is open, transparent and supports and is supported by the smaller, more formal BMC when it is established. Participants should be given time to consider the establishment of a Forum but this should be accomplished within the first year.

Basin Management Approach

Develop Forum Structure



- *Establish secretariat*
The lead institution should establish a secretariat to support the Forum as an important component of the BMA process. The secretariat would maintain and review the stakeholders' database; plan and organise meetings; compile proceedings and information for dissemination to stakeholders and serve as the central point for information exchange.

- *Develop annual Forum programme (e.g. quarterly meetings)*
In consultation with stakeholders at Forum meetings, develop an annual Forum schedule and programme. This might include, *inter alia*, more formal, quarterly meetings, smaller meetings covering a local geographical area or localised issues or fields of interest. It may include exchange visits to familiarise Forum members with other parts of the basin, to illustrate land and water resources, use and management issues or targeted training courses or other group activities with water management bodies within the basin.

Basin Management Approach

Develop Forum Structure



- *Develop agenda for meetings*
In consultation with stakeholders at Forum meetings, develop an agenda for these meetings. The agenda would include, in addition to usual procedural items, presentations related to issues of land use and water management and information concerning the BMA legislative framework, the structure and functioning of the basin and the stakeholders' roles, responsibilities and contributions. The agenda should have space to include identification and discussion of newly arising and/or newly identified land and water resources use and management issues. ***The agenda should be reviewed and revised at least annually.***



- *Develop meeting mechanisms: payment, resources, location, proceedings, presentations, activities*
Mechanisms to support meetings must be established in consultation with stakeholders at Forum meetings. These mechanisms would include location for meetings, resources/funds for transport, accommodation and catering. They would also include mechanisms for activities, presentations and excursions within the basin.

2.2

Build up information base amongst stakeholders

- **Develop vision for basin (*iterative process*)**
Using visualisation and other techniques to enhance discussion, establish a draft vision for the basin. For example, how should the land and water resources and their use and management look in 30 years' time? The vision should include a description of the social, economic and environmental aspects of the basin. It would form the basis for identification of options and opportunities for sustainable development in the basin.
- **Identify information needs / wants concerning basin: socio-economic and biophysical**

Use Forum meetings to further identify and refine information needs, interests and issues of the stakeholders. Use visualisation techniques. Continually ask the stakeholders what are their issues, needs and interests; where do they think this information can be gathered; who amongst the stakeholders has this information and are they willing to share it; how might stakeholders use this information; and how might they gather new information to satisfy their needs and interests.

This is an ongoing process.



Basin Management Approach

Build up information base amongst stakeholders

- *Identify persons / sources for information*
The Forum **must continue to identify persons and sources for information** as they undertake the iterative process of identifying their land and water resources, use and management, information needs and wants. Often the information is available although its location and accessibility are not known to interested stakeholders.
- *Compile and disseminate information.*
The Forum secretariat and stakeholders should compile relevant information on an ongoing basis. This should address pertinent issues particularly related to land and water resources, use and management. The secretariat can assist with dissemination although this often takes place directly between relevant stakeholders. **This is an ongoing process facilitated by the Forum and its secretariat.**



Basin Management Approach

Build up information base amongst stakeholders

- *Review, revise information management process in iterative manner*
The Forum, supported by its secretariat, should review and if necessary revise the information management process **in an iterative manner**. The questions to be asked should include: are stakeholders identifying relevant land and water resources, use and management issues? Are they asking for information? Are they receiving the information they are requesting? Are stakeholders sharing information upon request? Is the information being filed and is it easily retrievable? Is information commonly requested being disseminated to a wider audience?

2.3

Build up capacity amongst stakeholders

- *Undertake exchange visits amongst Forum stakeholders*
Experience has shown that exchange visits amongst stakeholders, where persons interested in the same challenges can speak on a one-to-one basis, are a powerful mechanism for enhancing capacity and information exchange. For example, exchange visits can include one Water Point Committee visiting and holding discussions with another Water Point Committee located elsewhere in the same basin. This discussion would cover issues related particularly to land and water resources, management and use.

Basin Management Approach

Build up capacity amongst stakeholders



- *Undertake information gathering visits with Forum stakeholders.*
Experience has shown that information gathering visits with stakeholders are a useful way to convey complex information concerning relevant issues and enhance understanding. Information gathering visits could include, for example, visits by Water Point Committees to NamWater's purification plants to enhance understanding of this important process, or to NamWater's billing department to find out what this entails.
- *Plan and implement targeted training for stakeholder groups*
During the Forum meetings, a training needs assessment should be undertaken in an ongoing manner. To meet these needs, the Forum should facilitate use of existing training activities and design their own training approaches with stakeholders. The Forum should facilitate planning and implementation of targeted training for identified stakeholder groups.
- *Invite experts to give technical presentations.*

3 Basin Management Committee phase of development

The description of the Basin Management Committee (BMC) formation phase in the BMA assumes that a Forum with a secretariat is established and functioning. The institution leading the start-up phase or an alternative institution (perhaps the Forum) is continuing with the BMA. This phase has less flexibility than the previous one as guidelines for the formation of the BMC are laid down in the Water Resources Management bill.

3.1

Initiate discussion of Basin Management Committee

- *Discuss concept of BMC at Forum meetings*
The agenda of the Forum meetings should include introduction and discussion of the concept of a Basin Management Committee (BMC). Examples from Namibia and elsewhere in southern Africa could be presented. The policy and legislative background for BMCs should also be presented.
- *Identify roles, responsibilities and functions of a BMC*
The discussion amongst stakeholders in the Forum meetings should identify the roles and responsibilities of the BMC in their particular basin. What will be the responsibilities of the BMC in relationship to the existing water authorities and in relationship to outstanding issues? The

Basin Management Approach

Initiate discussion of Basin Management Committee



discussion should integrate the legislated function of a BMC and what functions the stakeholders think it should encompass.

This should be an iterative process.

- *According to the White Paper and NWRMR Theme Paper on Institutions and Community Participation, the BMC is expected to assume responsibility for these functions:*
 - 1 Promote and coordinate the implementation of basin water management policy and Act;
 - 2 Liaise on local, national and regional levels;
 - 3 Coordinate, assess and advise on resource management activities;
 - 4 Identify a basin water policy and strategy framework consistent with national policies;
 - 5 Monitor and report on health of river system;
 - 6 Monitor and report on effectiveness of policies and actions to achieve sustainable management;
 - 7 Identify and resolve natural resource conflicts;
 - 8 Develop an appropriate water research agenda; and
 - 9 Educate water users, schools and communities in general on water issues.

Basin Management Approach

Initiate discussion of Basin Management Committee

- *Identify structure of BMC*
During or after identification of the BMC roles, responsibilities and functions, the Forum stakeholders should also discuss the appropriate structure to facilitate implementation of the agreed-upon roles, responsibilities and functions.
- *Identify stakeholders to be represented on BMC*
After the roles, responsibilities, functions and structure of the BMC have been identified, the Forum stakeholders should identify stakeholder institutions to be represented on the BMC. The Forum stakeholder representatives would be responsible for conveying the results of the discussion to their institution and then reporting back to the Forum in terms of their acceptance of a role in the BMC and the individual representative assigned to the task. This step can be discussed during several Forum meetings before the BMC is established.



Basin Management Approach

3.2

Establish and implement Basin Management Committee



- *Elect an executive committee*
The BMC should elect an executive committee, *inter alia* to deal with urgent matters arising between scheduled meetings and to ensure ongoing functioning of the BMC.
- *Establish secretariat*
The BMC should establish a secretariat to support the executive committee and manage the BMC's activities. The secretariat would plan and organise meetings; compile minutes, proceedings and information for dissemination to its members; and serve as the central point for information exchange. Members of the BMC should share the secretariat's roles until the BMC is fully established. The executive committee and the secretariat may be the same group of people depending on the basin and the situation within it.
- *Develop meeting mechanisms: e.g. payment, resources, location, activities*
Mechanisms to support the BMC must be established. These mechanisms would include location for meetings, payment for transport, accommodation and catering. They would also include the activities to address functions within the basin.

Basin Management Approach

Establish and implement Basin Management Committee

- *Elaborate a constitution*
The BMC must draft and ratify a constitution. This will vary among basins but should cover basic elements as required by the Water Resources Management Act.
- *Elaborate a vision for the basin*
The vision initially elaborated by the Forum should be revisited by the Forum and the BMC in an iterative process. The BMC should adopt the agreed-upon vision for the basin as its overall goal.



- *Formulate a strategic plan and operational plans*

Based on the agreed-upon vision, the BMC should formulate an overall strategic plan and draw up annual operational plans to facilitate its programme.

- *Identify issues for BMC to address*

With the help of the Forum, the BMC should identify and prioritise land and water

resources, use and management issues requiring their attention within the basin. This process should involve **ongoing review** of the responsibilities and functions expected of the BMC and other

Basin Management Approach

Establish and implement Basin Management Committee

issues which arise within the basin. These resource use and management issues would be incorporated into the strategic planning and operational planning of the BMC. ***This is an iterative process.***

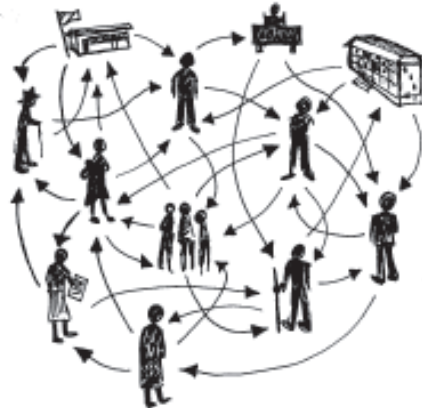
- *Develop annual BMC programme (e.g. six meetings per year)*
The BMC members should develop an annual BMC schedule and programme, based on the annual operational plan, to address roles and responsibilities of the committee. The programme of the BMC should, with time, address all the ascribed functions and responsibilities as well as land and water resource issues arising.
- *Solicit and obtain Ministry confirmation*
The BMC, while it is in the process of becoming established, must solicit and obtain formal Ministry approval for its formation.
- *Share information and outputs with relevant government entities*
The BMC should ensure that its activities are shared with relevant government entities whether or not they are members of the BMC. This should take the form of regular written briefings and inclusion of ongoing communication with government staff in the BMC's overall programme and Forum meetings.



Basin Management Approach

Establish and implement Basin Management Committee

- *Establish network to support work of BMC in addition to the Forum*
The BMC, through its secretariat and individual members, should network as widely as possible in support of the BMC, the Forum and basin management generally. The network should include institutions and individuals knowledgeable about land and water resources use and management within the basin.



- *Establish network with relevant local, regional and national government persons and departments*
In view of the large number of international and regional institutions addressing IWRM, the BMC should establish a strong network regionally. The network should also encompass national and local institutions and individuals both to gain information and to keep the broader framework aware of development in integrated water, land and other resources use and management.

Pending the formation of a secretariat, the constitution of the Kuiseb Basin Management Committee can be obtained from the DRFN. P.O.Box 20232, Windhoek. Tel:+264 61 377 500. drfn@drfn.org.na

Basin Management Approach

Checklist for Basin Management Committees

1 Start-up Phase of Basin Management Approach (BMA)

1.1 Basin identification and preliminary demarcation of area

-
- Review demarcation as Forum and BMC evolve.*
 - Include graphic and descriptive information concerning the demarcated basin in all information materials.*
-

1.2 Identify stakeholders (iterative process)

-
- Identify potential stakeholder groups.*
 - Identify representative individuals with input of stakeholder groups.*
 - Develop database of potential stakeholders.*
- Repeat steps as required to keep up to date
-

Basin Management Approach

1.3 Preliminary information dissemination

- Develop information dissemination plan based on identified stakeholders' needs.*
 - Identify dissemination mechanisms, e.g. radio, posters, brochures, meetings.*
 - Develop information materials.*
 - Disseminate information according to plan.*
-

1.4 Preliminary meetings (iterative process)

- Hold preliminary meeting with potential stakeholders.*
 - Disseminate proceedings to participants.*
 - Start gathering information needs and interests.*
 - Identify information sources.*
 - Disseminate information at meetings & individually.*
- Repeat steps as required to keep up to date
-

2 Stakeholders' Forum phase of development (iterative and ongoing)

2.1 Develop Forum structure

-
- Review stakeholders and refine / expand list.*
 - Identify and invite absent important stakeholders.*
 - Hold meetings and disseminate proceedings.*
 - Formalise the Forum as a structure supporting the BMA.*
 - Establish secretariat.*
 - Develop annual Forum programme (e.g. quarterly meetings).*
 - Develop agenda for meetings.*
 - Develop meeting mechanisms: payment, resources, location, proceedings, presentations, activities.*
- Repeat steps as required to keep up to date
-

2.2 Build up information base amongst stakeholders

-
- Develop vision for basin (iterative process).*
 - Identify information needs / wants concerning basin: socio-economic and biophysical.*
 - Identify persons / sources for information.*
 - Compile and disseminate information.*
 - Review and revise information management process in iterative manner.*
- Repeat steps as required to keep up to date

Basin Management Approach

2.3 Build up capacity amongst stakeholders

-
- Undertake exchange visits amongst Forum Stakeholders.*
 - Undertake information gathering visits with Forum Stakeholders.*
 - Plan and implement targeted training for stakeholder groups.*

 - Repeat steps as required to keep up to date
-

3. Basin Management Committee phase of development

3.1 Initiate discussion of Basin Management Committee

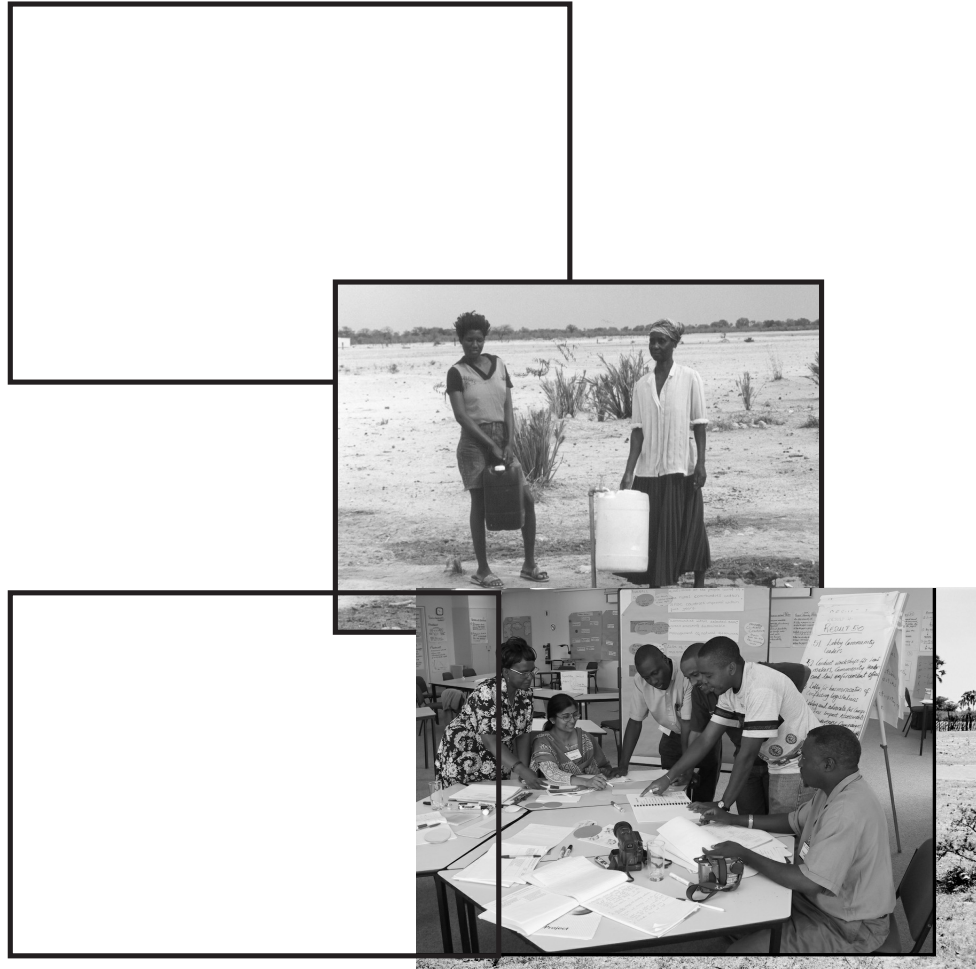
-
- Discuss concept of BMC at Forum meetings.*
 - Identify roles, responsibilities and functions of a BMC.*
 - The BMC is expected to assume responsibility for functions set out in the White Paper and NWRMR Theme Paper.*
 - Identify structure of BMC.*
 - Identify stakeholders to be represented on BMC.*
-

Basin Management Approach

3.2 Establish and implement Basin Management Committee

-
- Elect an executive committee.*
 - Establish secretariat.*
 - Develop meeting mechanisms: e.g. payment, resources, location, activities.*
 - Elaborate a constitution.*
 - Elaborate a vision for the basin.*
 - Formulate a strategic plan and operational plans.*
 - Identify issues for BMC to address (ongoing).*
 - Develop annual BMC programme (e.g. six meetings annually).*
 - Solicit and obtain Ministry confirmation.*
 - Share information and outputs with relevant government entities.*
 - Establish network to support work of BMC in addition to the Forum.*
 - Establish network with relevant local, regional and national government persons and departments.*
-

Basin Management Approach



Produced by Desert Research Foundation of Namibia



Website: <http://www.drfn.org.na>