



eco awards Namibia

COMMUNAL AREA





CRITERIA in COMMUNAL AREAS

(including open communal areas & communal conservancies)

CONSERVATION

Goal: To promote sustainable management and development of the area and the wise and ethical use of its natural resources, including landscapes, ecosystems and indigenous biodiversity, so that these may be passed on to future generations in productive, diverse, aesthetically attractive and healthy condition.

#	CRITERIA	Max points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final Score
1	<p>Do you have a written conservation management plan that is specific to your operation, that addresses the pertinent management and development issues that require implementation, and that has within it:</p> <ul style="list-style-type: none"> • A Mission / Vision for the overall operation, including the land (within the concession and/or the land that is used by all aspects of the operation) and its natural resources • Goals and strategies to achieve the mission / vision and a monitoring and record-keeping system for priority issues • An adaptive management approach that makes use of information to improve management practices (examples will need to be provided to show that information collected is being used in decision-making) <p><i>[Scoring: 1 pt for having each of the above in place – need to show comprehensive coverage of the issues in written form, and implementation in case of monitoring and adaptive management.]</i></p>	1 1 1 (3)				
2	<p>Do you participate in active monitoring and management activities with the community and/or its members and /or the Ministry of Environment & Tourism for key environmental issues such as:</p> <ul style="list-style-type: none"> • Wildlife monitoring and management • Biodiversity monitoring and management • Combating of desertification and sustainable rangelands management, etc. <p><i>[Scoring: 2 pts for active and meaningful participation in a locally relevant monitoring and/or management issue; 4 pts for active and meaningful participation in two or more locally relevant monitoring and/or management issues. Onus is on applicant to demonstrate meaningful participation]</i></p>	(4)				



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#	CRITERIA CONSERVATION continued	Max points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final Score
3	<p>Are staff and guests provided with relevant literature, and are signs on display, that aim to:</p> <ul style="list-style-type: none"> effectively increase awareness about conservation and wise use of natural resources in Namibia generally, and focus on the specific environmental issues pertinent to the local area and activities <p><i>[Scoring: 1 pt for having good general information readily accessible on Namibia generally; 1 pt for having good accessible information available on local issues]</i></p>	1 1 (2)				
4	<p>Does your operation make a significant contribution, in cash and/or kind, to any conservation project(s), such as to projects on rare and endangered or little-know species? Where some or all of these are on your concession / operational area do these contributions go beyond normal management requirements and beyond initiatives that result in direct financial returns (e.g. are they truly conservation driven).</p> <p><i>[Scoring: 1 pt for formal contribution of significant nature; 2 pts for taking leading role in these conservation initiatives]</i></p>	(2)				
5	<p>Do you have NO wild animals (including birds) in cages or enclosures</p> <p><i>[Scoring: 0 pts for any indigenous animals in cages; 1 point for no animals in cages or enclosures other than domestic stock.]</i></p>	(1)				
TOTAL CONSERVATION		12				



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WATER MANAGEMENT

Goal: To promote the wise use of water resources, to encourage the discharge of used water in an environmentally acceptable manner and preferably to recycle or re-use water in an accepted and approved manner.

#	CRITERIA	Max points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final Score
A1	.Has your consumption of water been 80 litres of water per day per person for at least the last twelve months? <i>[The number of persons must include all staff and any family members living on the property and therefore under your control Scoring; If YES, full points and ignore the other criteria in B below. If NO, please answer the questions below in section B]</i>	20				
B2	Do you have an active water recycling scheme? <i>[This refers to the effective and safe re-using of waste water; Scoring; 1 point for allowing out-run from effective septic tanks to trees or plants; 2 points for pumping third chamber water to gardens; 3 points for a fully automatic recycling system, zero for anything else]</i>	3				
B3	Do you use any water saving devices in your toilets? <i>[Scoring 1 point for 50% or more]</i>	1				
B4	Do you use low-flow showerheads or similar devices to reduce flow? <i>[Scoring; yes or no]</i>	1				
B5	Do you regularly measure or record on at least a monthly basis the amount of water you use? <i>[Scoring; yes or no]</i>	2				
B6	Do you know how much water is available from your water source? <i>[Scoring; yes or no]</i>	1				
B7	Has your water consumption in total decreased 10% or more during the last twelve months? <i>[Scoring; yes or no]</i>	1				
B8	Are staff and guests provided with good and visible information regarding the scarcity of water, and the need for conserving water? <i>[Scoring; yes or no. There must be sufficient and highly visible for guests for staff instructions must be very clear and included in staff handbook.]</i>	1				



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#	CRITERIA WATER MANAGEMENT continued	Max points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final Score
B9	Do you have a swimming pool? <i>[Scoring: If yes, no points. If No, score one point].</i>	1				
B10	If you have a pool do you use environmentally friendly methods of treating the water? Is the backwash water fit for and used on the garden? <i>[Scoring: If Yes to both questions score the point. If No to either, no score; if no pool, score one point]</i>	1				
B11	If you have a pool is it covered when not in use? <i>[Scoring: Yes or No]</i>	1				
B12	Is your water consumption less than; 100 litres per person per day (score 4 points) 200 litres per person per day (score 2 points) 300 litres per person per day (score 1points) more than 300 litres per person per day; nil points <i>Scoring: calculated over a calendar month and include;</i> <ul style="list-style-type: none"> • Total guest bed nights for the month • the average number of staff working during the month, • allow 2 persons on average for staff families living on the premises, • allow 3 day visitors to equal one bed night 	4				
TOTAL WATER MANAGEMENT		20				



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WASTE MANAGEMENT & SEWERAGE DISPOSAL

Goal: To reduce pollution, energy wastage and waste of resources by encouraging better waste control measures.

	CRITERIA	Max Points	Score by Establ.	Score by Assessor	Comments by Assessor & Management Committee	Final Score
1	Do you have a specific written waste management policy for this establishment that contains: the principles of reducing, re-using or recycling waste; strategies for reducing, re-using or recycling waste; goals for achievement and monitoring; and recording mechanisms? <i>[Scoring: 1 pt for having all of the above in place – need to show comprehensive coverage of the issues in written form, and implementation in case of monitoring and adaptive management]</i>	1				
2	Are staff and guests provided with appropriate and site-specific literature and are signs on display to increase awareness about reducing, re-using or recycling waste? <i>[Scoring: Provide copies of items, verified by assessor on site.]</i>	1				
3	Is all waste buried in a managed & fenced off pit away from sensitive areas (e.g. water catchments, staff accommodation)? <i>[Scoring: all or nothing]</i>	1				
4	Is all combustible waste burnt? <i>[Scoring: all or nothing]</i>	1				
5	Is all non-combustible and non-biodegradable waste taken back to the city/town where the goods were purchased (i.e. the main supply town)? <i>[Scoring 1 point for 50%, 2 points for 80% or more]</i>	2				
6	Are many or all recyclables separated & returned to recycling depots (paper, cardboard, glass, metal, plastic, etc.)? <i>[Scoring: 1 point for 50%, 2 points for 80% or more]</i>	2				
7	Is organic waste composted, or dug into the soil or fed to domestic animals, e.g. community chickens	1				
8	Are other systems used such as local recycling? <i>[Scoring: all or nothing]</i>	1				



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#	CRITERIA WASTE MANAGEMENT continued	Max Points	Score by Establ.	Score by Assessor	Comments by Assessor & Management Committee	Final Score
9	Are there only dry/ self-composting toilets instead of waterborne sewerage? <i>[Scoring: Sliding scale from zero for none to 3 points for 80% or more]</i>	3				
10	How is waterborne sewerage discarded/ treated? To a total recycling system? From a conservancy tank to an oxidation pond? From a conservancy tank via truck to be dumped elsewhere in the veldt? From a conservancy tank via truck to a local treatment plant? From a septic tank into a French drain? <i>[Scoring: 4 points for total recycling system; 2 points for oxidation ponds; 2 points for totally effective Septic tank/French drain; zero points for dumping in the veldt]</i>	4				
11	Does the sewerage disposal system have adequate capacity to handle all human waste? Is the system a one, two or three chamber system? <i>[Scoring: Full points for a three chamber system, 2 for two chamber zero of anything else. (Assessor to check area for apparent inadequate capacity)]</i>	2				
TOTAL WASTE MANAGEMENT		19				



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ENERGY MANAGEMENT

Goal: To reduce the local and global environmental impact of the tourism industry in Namibia in terms of energy by promoting the reduction of energy use as well as changes to more environmentally friendly and renewable energy sources.

#	CRITERIA	Max Points.	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final Score
A1	Percentage renewable vs. non-renewable energy: Does renewable energy supply more than 80% of your energy needs? <i>[Scoring: If you answer YES to this question, score full points, answer question A2, and no more questions].</i> If you answered NO, go to Section B and answer all questions	14				
B1	Do you have a written energy management policy containing: The principles of energy efficiency, strategies for using energy efficiently, goals for achievement and monitoring and recording mechanisms <i>[Scoring: 1 pt for having all of the above in place – need to show comprehensive coverage of the issues in written form, and implementation in case of monitoring and adaptive management]</i>	1				
B2	Do you measure and record, on at least a monthly basis, your energy consumption in kw/h or in litres diesel including the fuel useage in your vehicles, per bednight and per capita personnel (total per person)? <i>[Scoring: all or nothing, To provide records].</i>	1				
B3	Has your average usage of petrol & diesel per bednight and per capita personnel (total per person per night) decreased by more than 10% over the last 12 months? <i>[Scoring: all or nothing, To provide records.]</i>	1				
B4	Are staff and guests provided with specific literature and are signs on display that are intended to effectively increase awareness about energy efficiency, the reasons therefore and how they can contribute? <i>[Scoring all or nothing. Provide copies.]</i>	1				
B5	Cooking: Do you cook primarily (over 90%) with gas instead of mains electricity or diesel generated electricity? <i>[Scoring all or nothing]</i>	1				



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#	CRITERIA ENERGY MANAGEMENT continued	Max Points.	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final Score
B6	Water heating: Do you primarily (over 90%) use solar or gas heating instead of mains electricity or generator power? <i>[Scoring all or nothing]</i>	1				
B7	Refrigeration: Do you mainly use passive cooling systems such as a farm cooler; or solar, gas or energy efficient electrical fridges for keeping food cool instead of conventional mains electricity or generator powered? <i>[Scoring; 1 point if 80% or more]</i>	1				
B8	Domestic (lights, plugs, etc.): Are more than 90% of lights bulbs energy efficient. Do all rooms have stickers on the switches noting they must be switched off when not in use, and/or are daylight switches installed to all exterior lights? <i>[Scoring all or none]</i>	1				
B9	Water pumping: Are you using wind or solar power instead of diesel, petrol or mains electricity? <i>[Scoring all or none]</i>	1				
B 10	Laundry: Are you using only energy efficient appliances? <i>[Scoring, all or nothing]</i>	1				
B 11	Cooling/Heating: Do you use evaporative cooling instead of air-conditioning and are spaces heated passively (through sunshine) instead of using heaters, (Open fire places in public areas are excepted) <i>[Scoring all or nothing]</i>	1				
B 12	Do you use only invasive wood or wood sourced from de-bushing projects for your fires? <i>[Scoring all or nothing]</i>	1				
TOTAL ENERGY MANAGEMENT		14				



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SUSTAINABLE AND APPROPRIATE CONSTRUCTION AND LANDSCAPING

Goal; To safeguard the visual and cultural environment in tourism areas from the physical impacts of construction and landscaping developments such as invasive plants, etc. and to protect the valuable asset of the "sense of place".

#	CRITERIA	Max. Points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final Score
	<u>CONSTRUCTION</u>					
6.1	Did the buildings NOT destroy / damage any sensitive area in their placing and construction?	1				
6.2	Were recycled and/or renewable materials available in the vicinity largely used in the building construction? Materials from close by saves energy	1				
6.3	Was the use of cement and other unsustainable materials eliminated/ reduced >50% in the construction and were NO indigenous hardwoods used for construction or furniture?	1				
6.4	<u>Appropriate design:</u> Do the buildings blend in well with the natural environment in terms of shape, size, colour, etc.?	1				
6.5	Is the garden only untouched nature or is the garden cultivated with only indigenous flora local to the area?	1				
TOTAL CONSTRUCTION & LANDSCAPING		5				
<i>NB. If any criteria in this section do not apply, the point is not scored and the number of points in the total reduced accordingly</i>						



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GUIDING

Goal: To ascertain whether the lodge/farm has made an effort to adequately train its field guides in order to ensure a quality guided experience for its guests that would include information on natural resources, environmental issues and the local environmental setting.

#	CRITERIA	Max points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final score
1	Does your lodge have a site-specific Guiding Code of Conduct that includes, as a minimum, procedures on: respect for wildlife, respect for the environment, respect for local people, and, if applicable, participation in environmental research programs and data collection. <i>[Scoring is all or nothing; it is felt this is the very essence of having the right approach to guiding, therefore maximum points or none at all]</i>	2				
2	Do the guided activities actually fulfill the requirements of your Code of Conduct? <i>[Scoring is determined on the basis of the Assessor's actual participation on one or more guided activities. Does the guide actually adhere to and understand all the issues stipulated under 1: On a sliding scale from 3 points for clear yes, to zero points for very little]</i>	3				
3	Do you offer a variety of low environmental impact activities? <i>[Scoring: if one of the activities listed below (or comparable) is on offer; 1 point. If a range of activities is on offer; 2 points. These are activities other than driving such as; hiking trails, evening slide shows, information pamphlets, a reference library, horseback riding, mountain bikes, boat trips, Mekoro trips, etc.]</i>	2				
4	Is field guide training provided or made available for guides by the lodge? <i>[Scoring, this question addresses the willingness of the lodge to actively train and empower its staff internally. The training should be linked to the code-of-conduct and should be documented]</i>	2				
5	Do/Have all your guides receive(d) external formal documented training and assessment on a regular basis? <i>[Scoring as an easy yes or no answer. Training should be NATH or other formal SADC recognised]</i>	1				
TOTAL GUIDING		10				

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Recognised Guiding institutions:

Namibia:

- Nath

Other training providers are in the process of obtaining formal recognition through the NQA, but until 2007 this will not materialise.

- Wolwedans (Nadeet)
- Wilderness

Zimbabwe

- At this stage no official training provider could be identified by FGASA.

South Africa:

- FGASA (Field Guide Association SA)

They do have their own courses but these are controlled by THETA (Tourism, Hotel and Environmental Training Authority). All FGASA courses are RPL'd (Recognition of prior learning) through THETA. The THETA quals are called NQF's (National Qualification Forum) and lead up to NQF 6 (Level 3 FGASA), equivalent of diploma level.

Botswana:

- BOTA (Botswana Training Authority).

These standards are in three levels, Level 1 (foundation certificate), level 2 (intermediate certificate) and Level 3 (National certificate).

Botswana guide training is accredited under FGASA

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STAFF DEVELOPMENT

Goal: to encourage farms/lodges/other establishments to commit their own resources to formally train, improve, and recognise the skills of employees, rural partners and new entrants to the industry.

#	CRITERIA	Max points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final score
1	Do you have a documented employee appraisal system in place that identifies employee ambitions and training needs? <i>[Scoring: all or nothing]</i>	1				
2	Do/did your employees receive(d) formal documented training and assessment that is either certified in-house training or recognised vocational training modules and courses within one year of the date of employment? <i>[Scoring: only management 1 point, 50% other staff 2 points; all staff 3 points]</i>	3				
3	In case of vacancies are employees always encouraged to apply first, before the post is advertised externally? <i>[Scoring: all or nothing]</i>	2				
4	Do you offer an outside student a 3 month internship/apprenticeship at least every year? <i>[Scoring: all or nothing]</i>	2				
TOTAL STAFF DEVELOPMENT		8				



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SOCIAL RESPONSIBILITY AND HUMAN WELFARE

Goal: To ascertain whether the lodge/farm has made an effort to adequately address their social responsibility towards employees and local communities.

#	CRITERIA	Max points	Score by Establ.	Score by Assessor	Comments by Assessor and Management Committee	Final score
1	On the bases of a written agreement: Do you pay at least 8% of turnover on lease fees/concession rights to the institution that manages the land/transferral? <i>[Scoring: no points for anything under 8% or without a written agreement, 2 points for anything between 8 and 10%, 3 points for above 10%. (If money is not paid to the proper institutions e.g. to local headman or individual not more then 1 point will be awarded)]</i>	3				
2	Does the farm have an active programme for your staff on health measures in general, e.g. HIV/Aids, STDs, other diseases and/or health issues that are significant in your area. Do you have health experts giving presentations to your staff on these issues? <i>[Scoring: 1 pnt for written 1 point for oral presentations, 3 points for both]</i>	3				
3	Does the farm provide adequate housing for staff including electricity or any other form of lighting/heat, water and sanitation facilities (in case of shared facilities a minimum of 1 toilet and shower facilities for two houses)? <i>[Scoring: all or nothing]</i>	3				
4	Over and above lease fees: Does the lodge actively and directly support any community projects in the area? * Are guests provided with literature/other information to increase awareness about the supported community projects and are guests invited to contribute? <i>[Scoring: for the first question 2 points. It is essential that the contribution is in relation to the size of the lodge –income-, preferable 1% of turnover or more. Lease agreement fees are excluded. For the second question, 1 point]</i>	3				
TOTAL SOCIAL RESPONSIBILITY		12				



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	Max points	Score by Establ.	Score by Assessor	Bonus Points by Assessor	Score by MC	Bonus Points by MC	Final Score
GRAND TOTAL COMMUNAL AREAS	100						

COMMENTS

Establishment assessed: _____

Proprietor: _____

Signature: _____

Date: ____/____/____

Assessor: _____

Signature: _____

Date: ____/____/____