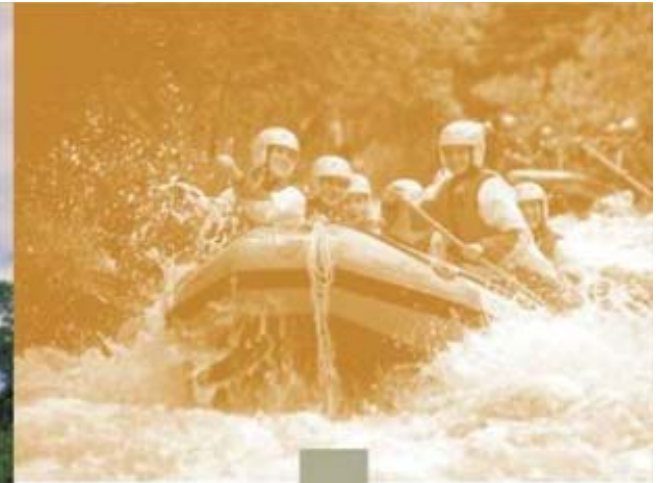




Drafting the RMP



water & forestry

Department:
Water Affairs & Forestry
REPUBLIC OF SOUTH AFRICA



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You are the typist, they are the author....

Listen, capture and reflect.

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THREE PARTS

- The place
- The plan
- The people

The plan must be clear and understandable, drop padding!

Remember who is going to read the RMP

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- Cover
- Inside Cover
- RMP Document Guide (Optional)
- Statement of Significance/Purpose (Optional)
- Title Page
- Inside Title Page
- List of Preparers
- Acknowledgements (Optional)
- Prologue (Optional)
- Executive Summary (Optional)
- Abbreviations & Acronyms
- Table of Contents and Lists of Figures and Tables
- Content Structure
- Part 1: The Place
- Introduction
- Legal Framework
- Concepts & Principles underlying Utilisitaion and Sustainability Planning
- Part 2: The Plan
- The Sustainable Utilisation of [add Government Waterwork]
- KPA's
- Part 3: The People
- Institutional Structure
- References/Bibliography
- Appendices

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Cover

- The RMP name, such as the *Integrated Resource Management Plan for the Pongolapoort Dam*, in the upper half of the page in large bold type;
- The date the RMP was published in the Government Gazette, positioned below the RMP name, expressed as a month and year e.g. February 2005;
- *DWAF* located in the lower left hand corner of the page;
- The name of the relevant Regional Office/CMA in which the water resource occurs to the right of DWAF logo and name;
- The name of the relevant WMI (if it exists) to the right of the Regional Office/CMA name; and
- The names of co-operating entities listed below the Regional Office/CMA name, with their logos to the right.

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Inside cover

The inside cover (back of the front cover) should contain DWAF's mission statement as well as the mission statements of the CMA, WMI and/or participating management authority (if applicable).

If the plan preparation was facilitated by a professional service provider or consultant the name, address and government contract number should be listed.

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RMP Document Guide

A diagram serving as a schematic reference tool to assist the reader in locating specific information in the RMP could be provided.

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Statement of Significance/Purpose

A brief statement regarding the significance of the water resource or the purpose for compiling the RMP will allow the reader to see a brief discussion regarding the overall objectives envisaged for the RMP.

If a statement of significance/purpose is not provided it is imperative that these aspects are clearly addressed in the main text of the RMP.

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Title Page

The title page contains all the information contained on the cover but does not display any logos, symbols or pictures.

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Inside Title Page

- Similar to the cover and title page, the inside title page (back of the title page) contains the following information:
- RMP name – top of page;
- Name of water management area;
- DWAF's name;
- Name of Regional Office/CMA, including city and province; name, address and contact details of the Regional Office/CMA; and
- If appropriate and relevant "In co-operation with" the name of co-operating entities; followed by
- The date (month and year).

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List of Preparers

Providing a list of preparers – stakeholders who participated in the preparation of the document – is an important record keeping effort. An ongoing list should be maintained throughout the RMP process to ensure the inclusion of all stakeholders who participated in the preparation of the document in the list.

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Acknowledgement

Any special contributions or assistance received within the planning process should be acknowledged by special mention in the RMP..

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Prologue

A prologue could be provided that describes the purpose for undertaking the RMP process; processes utilised; participants; and outcomes and specifically how the RMP is to contribute to attaining DWAF's objectives regarding the use of water for recreational purposes..

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Executive Summary

An executive summary could be provided that outlines the purpose of the RMP, summarises the process, as well as the content and structure of the RMP.

This summary should contain the critical issues, policy, objective and strategies, as well as institutional options, and provide insight into the integrated and consultative approach utilised in the compilation.

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Abbreviations and Acronyms

A list of abbreviations and acronyms used in the RMP should be included in the RMP.

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Table of Contents

A table of contents must be provided and include all tables, figures, photographs and maps, as well as appendices.

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Content Structure

The main body of the RMP must include the following components:

- Part 1: The Place
- Part 2: The Plan
- Part 3: The People

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Part 1: The Place

- Introduction
- Purpose statement
- Legal framework
- Concepts and principles underlying utilisation and sustainability planning
- Organisation of the RMP document
- Project history
- Location and setting
- Overview of public involvement
- Planning process
- Objectives
- Existing biodiversity and resource inventory/Existing condition

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Part 2: The Plan

- KPA 1- Resource management
- KPA 2- Utilisation
- KPA 3- Benefit flow management

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Part 3: The People

- Institutional Framework
- Management Agreements
- Roles and Responsibilities

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References/Bibliography

Sources utilised or cited in the RMP must be documented according to the Oxford Reference System, e.g. MUNRO, 1995. *A Sustainable World*. Ed. T.C. Trzyna & J.K. Osborn. International Center for the Environment and Public Policy, California.

It is recommended that this list be updated on a regular basis.

All references must be in alphabetical order

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Appendices

Attachments to the main text component of a RMP should include relevant maps, reports, documents, tables, figures and photos deemed important in understanding and implementing the RMP.

Caution however against inclusion of highly technical and lengthy reports in the Appendices.

Rather refer the reader to these documents and provide a description of where they can be obtained.

Only include documents, etc. relevant to the plan and caution against unnecessary “padding” through the use of irrelevant documentation.