



# **DWS** SCHOOL INTERVENTION

## Guideline Document

### AQUA ENDURO



WATER IS LIFE - SANITATION IS DIGNITY

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**water & sanitation**

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA



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## ACRONYMS

WSEP	Water and Sanitation Education Programme
AE	Aqua Enduro
DoBE	Department of Basic Education
DWS	Department of Water and Sanitation
DWQ	Drinking Water Quality
NAET	Aqua Enduro National Team
PMT	Project Management Team
WISA	Water Institute of Southern Africa
WGDF	Water for Growth and Development Framework
WTW	Water Treatment Works
WWMD	World Water Monitoring Day
WWTW	Wastewater Treatment Works
YWP	Young Water Professionals

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## BACKGROUND

Many people across the globe are not aware of the pollution taking place at their water resources which is due to the high rise in industrial development taking place in this day in age. South Africa is no stranger to this as we experience challenges with regards to conserving, managing, and maintaining the quality of our water. Yet all is not lost as there is much room to improve the situation. It is therefore essential to educate people about the importance of monitoring their water, both domestically as well as commercially.

We therefore believe that every individual has the potential to add value to the process of bringing about behavioural change in their societies. Raising awareness about the monitoring of this all-important natural resource is vital. Our drinking water, when referring to the water cycle, is dependent on the quality of our water resources. As the custodian of water resources in South Africa, the Department of Water and Sanitation is committed to mobilizing citizens to participate in World Water Monitoring Day (WWMD) events every year. A vehicle to put this commitment into action is an action project called Aqua Enduro – The Water Challenge!

Aqua Enduro is a Department of Water and Sanitation innovative initiative aimed at addressing the skills shortage in the Scientific and Engineering disciplines within the water sector, at grass roots level. The project encourages secondary school learners studying Mathematics and Physical Science to participate in WWMD ([www.worldwatermonitoringday.org](http://www.worldwatermonitoringday.org)) with a specific focus on Grade 10- 11s who are interested in pursuing a career in water.

Aqua Enduro also seeks to bring together young people from around the country for a 5-day event filled with mental and physical challenges aimed at exposing them to what the water sector entails while learning about its importance and value.

***“This is a PROCESS of IDENTIFYING TOMORROW’S***

***WATER SCIENTISTS and ENGINEERS!!!”***

## OBJECTIVES

The purpose of these objectives is to be in alignment with the Key Strategic Objectives of the Department of Water and Sanitation that form part of the Water For Growth and Development Framework, Version 7, 2009

- To address the skills shortage in the South African water sector with a special focus in the scientific and engineering disciplines.
- To raise awareness about the importance of water quality monitoring through World Water Monitoring Day.
- Changing water use behaviour for the future.
- Nurture attitudinal and behavioural changes towards the value of water.
- To provide learning opportunities in the form of fully paid scholarships to eligible Grade 10- 11 learners.
- To identify potential leaders for the future in the water sector.

## ADJUDICATION RULES

### 1 Introduction

- 1.1 These Rules shall be binding on you when entering this project adjudication. Also refer to 'National Adjudication Rules and Regulations' on Page 25.

These general adjudication rules apply to all Aqua Enduro participants.

- 1.2 Aqua Enduro Team may amend them from time to time.
- 1.3 Entry and participation in the project adjudication shall be deemed an unconditional acceptance by you of these Rules. All entry details relating to the adjudication or prizes form part of these Rules.
- 1.4 By entering the project adjudication, entrants will be deemed to have read and understood these Rules and be bound by them.
- 1.5 A date is set by Aqua Enduro Team as to when the adjudication closes annually, for entries. This is displayed on the application forms as well as other forms of communication. The National Adjudication takes place in September annually.
- 1.6 Provincial Adjudications are conducted to identify learners who qualify for the National Adjudication and best performing learners who are to be awarded bursaries.

### 2 Eligibility

- 2.1 Participants must be a South African citizen.
- 2.2 Refer to Page 10 for application requirements
- 2.3 Officials working under Water and Sanitation Education Programme-School Intervention, their immediate families, sponsors and partners or any other persons directly or indirectly connected with the project adjudication are not eligible to enter the adjudication.
- 2.4 Unless otherwise specified, no person may enter a adjudication more than once.
- 2.5 You may not enter the adjudication if you do not conform to the required profile of an entrant. For example, the adjudication is limited to Grade 10-11 learners only.
- 2.6 You must provide personal details as responsibly requested to do so by Aqua Enduro Team. Refusal to comply will result in disqualification from the project adjudication.
- 2.7 All decisions of Aqua Enduro adjudication will be final and binding. No correspondence will be entered into.
- 2.8 A fully completed indemnity form and testimonial from the school must accompany the application.

### 3 Prizes

- 3.1 There are four categories of prizes which include:

#### a) Bursaries

Full scholarships are awarded to the top performing participants at the National Adjudication to study a water and sanitation related career.

**b) Trophies**

These are awarded to the three best performing Provincial Teams at the National Event.

**c) Certificates**

The certificates are awarded for all Aqua Enduro National participants during the Awards Ceremony.

**d) Attendance of National Adjudication event with all travelling and accommodation costs** paid for and Special Acknowledgements during the Awards Ceremony- (These are awarded to encourage learners to continue being the best they can be. Acknowledgements include 'Outstanding Male & Female of the Event', 'Personality of the Event' and 'Character of the Week' to name but a few).

3.2 Prizes are not transferable and may not be redeemed for cash.

3.3 Where a winner chooses not to accept a prize, they forfeit all claims to that prize, which will be dealt with the absolute discretion of Aqua Enduro Project Manager.

3.4 All costs for the learners are covered by the Department of Water and Sanitation.

3.5 Aqua Enduro Team reserves the absolute right to disqualify any entrant who it considers has used improper technical means to enter/ qualify.

**4 Project Adjudication**

4.1 Aqua Enduro Provincial Project Manager does not accept responsibility for entries lost or damaged. Proof of posting will not be accepted as proof of receipt (nor will prove that an email has been sent be accepted as proof it has been received).

4.2 Entries not meeting the entry requirements will be disqualified.

4.3 The decision of Aqua Enduro's judges is final and conclusive in all circumstances and no correspondence will be entered into.

4.4 All applications become the property of Aqua Enduro and will not be returned to you unless otherwise stated.

**5 Publicity**

5.1 Participants may be required by Aqua Enduro to participate in a photo, video and/ or film session, and acknowledge that Aqua Enduro has the right to use such publicity photos, videos and/ or films in any medium and in any reasonable manner it sees fit, unless that person informs Aqua Enduro Project Manager at the time of entering the project adjudication that he or she wishes to retain his or her anonymity.

5.2 Aqua Enduro Team may publicise, broadcast or otherwise disclose a participant's name, character, statements, or any recording of his or her voice in advertising or promotional activities concerning the adjudication. Aqua Enduro may promote and/or advertise winners.

## APPLICATION REQUIREMENTS

**1 WHO can enter Aqua Enduro?**

Learners in South African schools **must comply** with the following:

- Possess South African citizenship
- Grade 10- 11 in year of participation
- 60% academic average in Maths and Science
- Interested in pursuing a career in water
- Ability to participate in the project adjudication activities
- Should not have partaken in any other Schools Programme Projects

## 2 HOW to enter Aqua Enduro?

The following must be submitted to the relevant Provincial Office:

- Copy of current grade June academic results
- Application form must be completed in full
- A2 poster explaining the importance of WATER QUALITY
- One-pager, not more than 300 words, including:
  - 1 x paragraph = Why are you interested in the water field?
  - 1 x paragraph = Motivate why DWS should consider you.
  - 2 x paragraphs = How you plan to promote World Water Monitoring Day in your school

***NB: Applications not complying with these requirements will automatically be disqualified.***

**IMPORTANT:** Learners are responsible for conducting research about World Water Monitoring Day in order to prepare their proposals for what they will do at their schools. Provincial finalists will be supported by DWS in facilitating the implementation of the WWMD proposal at their respective schools.

### DWS National Adjudication and Awards Ceremony

All Aqua Enduro Provincial winners proceed to participate during a week- long National Adjudication event which takes place in September each year. After all adjudications for all other projects (Baswa Le Meetse and Public Speaking) are completed, the Awards Ceremony is conducted on the last day to recognize the hard work of the participants. The winners get awarded bursaries, certificates and trophies by the Deputy Minister of the Department of Water and Sanitation. DWS National Team will be responsible for logistical arrangements and costs to and from the event.

### DWA Municipal Water Quality Conference

Selected learners will attend the biennial conference hosted by DWS. Learners will deliver speeches on how the youth of South Africa are affected by water quality (research to be done). DWS will be responsible for logistical arrangements and costs to and from the event.

### Water Institute of Southern Africa (WISA) Young Water Professionals Conference

The Top 2 male and female achievers are invited by default to the annual WISA Young Water Professionals Conference. Learners will have the opportunity to network with water professionals during the conference. WISA Young Water Professionals will be responsible for logistical arrangements and costs to and from the event.

**IMPORTANT:** 'Full scholarship' implies that the bursary is all-inclusive of registration fees, tuition, books, and accommodation. Learners are responsible for applying for their choice of study and accommodation directly with the Tertiary Institution of their choice. The Department's Learning Academy will only be responsible for facilitating the bursary with the respective Tertiary Institution. Prizes cannot be exchanged for monetary value and the decision of adjudicators shall be final and binding.

## CALENDAR OF EVENTS AND ACTIVITIES

MONTH	ACTIVITY	RESPONSIBILITY
January	<ul style="list-style-type: none"> <li>Conduct capacity building workshops for educators and learners in preparation Provincial Adjudication</li> <li>Source adjudicators for Provincial Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Project Manager</li> </ul>
February	<ul style="list-style-type: none"> <li>Capacity building workshops continue</li> <li>Conduct capacity building workshops for adjudicators</li> <li>Plan for Provincial Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Project Manager</li> </ul>
March	<ul style="list-style-type: none"> <li>Preparation of AE Provincial Adjudication in terms of securing venue, catering, etc.</li> <li>Forward identified date and database of participants to National Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Project Manager</li> </ul>
April	<ul style="list-style-type: none"> <li>Conduct AE Provincial Adjudication</li> <li>Adjudication of 54 finalists</li> <li>Provide Progress Report</li> <li>Send database of participants for National Adjudication to National Office</li> </ul>	<ul style="list-style-type: none"> <li>Adjudicators</li> <li>Provincial Project Manager</li> </ul>
May	<ul style="list-style-type: none"> <li>Develop Programme for National Adjudication</li> <li>Preparation for National Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>National Project Manager and Team</li> </ul>
June	<ul style="list-style-type: none"> <li>Participate in Municipal Water Quality Conference / WISA Conference</li> <li>Develop a database of schools to attend the conferences</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Finalists</li> <li>WSEP National &amp; Provincial Project Managers</li> <li>D: Youth Dev, BBBEE &amp; School Intervention</li> <li>Provincial Project Manager</li> </ul>
July	<ul style="list-style-type: none"> <li>WISA Young Water Professionals Conference</li> <li>Capacity building workshops in preparation for National Adjudication</li> <li>Prepare for WWMD</li> <li>Progress Report</li> </ul>	<ul style="list-style-type: none"> <li>YWP (Provincial Finalists), Provincial and National Officials</li> <li>Provincial Project Manager</li> </ul>
August	<ul style="list-style-type: none"> <li>Capacity building workshops in preparation for National Adjudication continue</li> <li>Finalize World Water Monitoring Day Preparations</li> <li>Conceptualise, design &amp; plan National WWMD Event – 18 September</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Project Manager</li> <li>Communications Unit</li> </ul>
September	<ul style="list-style-type: none"> <li>World Water Monitoring Day</li> <li>Celebrations - 18 September</li> <li>Supply dates &amp; venues of WWMD Celebrations at schools</li> <li>Compile WWMD Reports (as per learner's school)</li> <li>Publish articles of WWMD Celebrations</li> <li>National Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>Learners</li> <li>WSEP Provincial Team</li> <li>Communications</li> <li>Provincial Project Manager</li> <li>Communications Unit</li> <li>WSEP National Team</li> </ul>
October	<ul style="list-style-type: none"> <li>Consolidate database of participants &amp; winners</li> <li>Mobilisation of schools</li> <li>Dissemination of entry forms via all relevant platforms</li> </ul>	<ul style="list-style-type: none"> <li>AE National Project Manager</li> <li>AE Provincial Project Manager</li> </ul>
November	<ul style="list-style-type: none"> <li>Mobilisation of schools continues</li> </ul>	<ul style="list-style-type: none"> <li>WSEP Provincial Project Manager</li> </ul>
December	<ul style="list-style-type: none"> <li>Mobilisation of schools continues</li> </ul>	<ul style="list-style-type: none"> <li>WSEP Provincial Project Manager</li> </ul>



## AWARENESS / COMMUNICATION

This is a critical part in the whole process from development to initiation, from monitoring to support and from implementation to reporting. All spheres of responsibility are to adhere to communicate consistently and effectively to ensure that the project has uniformity in achieving progress. Our target market will be learners in secondary schools and communities. Raising awareness and marketing the brand of Aqua Enduro raises the profile of the Programme. Therefore, various mediums are to be undertaken in ensuring that this is achieved.

*The following serves as a platform:*

- Websites
- Hard copy dissemination
- Exhibitions
- Audio
- Social networks
- Vehicle branding
- Other

## ROLES & RESPONSIBILITIES: PROJECT MANAGEMENT TEAM

The Project Management Team comprises of various officials within the National School Intervention Sub- Directorate led by the Project Manager. They are also known as the National Aqua Enduro team.

**Their responsibilities include:**

- **Overseeing National Coordination of Aqua Enduro Project:**  
To ensure that Provincial Coordinators are kept abreast on the developments of the project. Motivate, monitor and support Provincial Coordinators in achieving their objectives.
- **Dissemination of documented project material to Provincial Coordinators**  
It is the responsibility of the National Team to amend and update Aqua Enduro guidelines and brochure as and when necessary..
- **Planning National Adjudication together with Provincial Office**  
Undertake process to ensure the implementation of a successful National Adjudication. Take dual responsibility in terms of budgeting for transport and accommodation during the National Adjudication.
- **Organizing promotional material, marketing, sponsors & partnerships**  
Responsible for ensuring effective communication and marketing of the National Adjudication event. Ensure that all relevant stakeholders participate in event.
- **Conceptualize, design, plan and implement National World Water Monitoring Day event**  
The aim hereof is to ensure that the message of this event is effectively communicated to the public and reported to management.
- **Support to Provinces with the implementation of WWMD proposals**  
The PMT will provide strategic support in terms of implementing a successful event at the schools of Provincial Chapter winners.
- **Submit National WWMD Report**  
Reports submitted by all Provincial Project Managers will be collated into the South African World Water Monitoring Day Celebration Report.



## ROLES & RESPONSIBILITIES: PROVINCIAL COORDINATORS

Project Managers are responsible for implementing the Departmental Programme in schools and communities. They function under the auspices of the National Water and Sanitation Education Programme in collaboration with the Department of Basic Education.

### Their responsibilities include:

- **Liaising with schools through the Department of Basic Education**  
Ensure that schools know and understand what the Programme is all about in terms of its cycle and events throughout the year.
- **Disseminating information and application forms to schools**  
Ensure that all necessary information is provided to schools/ learners for them to apply via submission of the listed requirements.
- **Evaluation of submitted applications**  
Ensure that a team comprising of the relevant units/ sections is set up to evaluate submitted applications. Short listed candidates will be notified to attend the adjudication session.
- **Adjudication of short-listed candidates**  
Ensure that an adjudication panel is set up with the relevant Directorates and Stakeholders.
- **Implement WWMD activities at schools**  
Establish a committee comprising of DWS, learners, educators, community and WSI to organise the event at the school where the learner attends. Involve the media to raise the profile of WWMD, DWS, school and learner (who is to attend the National Adjudication).
- **Draft WWMD Report**  
A formal report is to be drafted and forwarded to the Project Management Team within 3 weeks after the date of the event.
- **Logistics for National Adjudication**  
Take full responsibility for collecting and transporting Provincial Team to and from the National Adjudication event.
- **Compilation of database for all applicants & Provincial team members**  
Ensure that all details in database template are correctly captured and submitted to the PMT before the National Adjudication in September.

**IMPORTANT:** It is imperative for Provincial Managers to submit a formal report to the Project Management Team within 3 WEEKS after the WWMD event for compilation of the National DWS Aqua Enduro/ World Water Monitoring Day Campaign.

## ROLES & RESPONSIBILITIES: HOSTING PROVINCE

The National Adjudication rotates from Province to Province annually to ensure that every Provincial Office takes ownership and responsibility for the planning thereof with the cooperation of the Project Management Team. A Province is selected to host the national event with the consent of the Provincial Office.

### Their responsibilities include:

- **Planning National Adjudication together with PMT**  
Undertake process to ensure the implementation of a successful National Adjudication. Take dual responsibility in terms of budgeting for transport and accommodation during the National Adjudication.
- **Identifying a suitable and cost-effective venue to host the National Adjudication**  
To sort for a venue that can accommodate the total number of participants attending the adjudication. The venue must be easily accessible and near relevant sites and institutions.
- **Assist in drafting the National Adjudication Programme**  
This programme is drafted to guide the National Adjudication chapter of Aqua Enduro in terms of time, roles & responsibilities, contact details and activities. It is important as this will allow everyone partaking in the adjudication to have a common understanding of how each day unfolds from day one until the end.

- **Identify sites where activities are to take place**

Due to the nature of Aqua Enduro, sites for the various activities need to be identified and incorporated into the National Adjudication Programme. Meetings to be scheduled with management of the relevant sites.

- **Manage the Disciplinary Committee**

The Hosting Province is to coordinate and facilitate the Disciplinary Committee who are responsible for dealing with anyone who contravenes the Rules & Regulations.

## WORKSHOPS FOR WSEP PROJECT MANAGERS AND COORDINATORS, ADJUDICATORS AND JUDGES

A capacity building workshop will be organised to ensure that the adjudicators and WSEP Managers and Coordinators have a common understanding in the assessing and selection processes respectively. The implementation process of World Water Monitoring Day proposals will also be covered. This workshop will be coordinated in consultation with WSEP Managers and Coordinators.

**Adjudicators** are specialists in related science and engineering fields who form adjudication panels responsible for assessing and selected suitably qualifying learners at provincial level to participate in the Aqua Enduro National Adjudication. There are also adjudicators responsible for assessing and selecting learners who qualify for bursaries offered by the DWS.

**Judges** are Graduate Trainees from the DWS and bear the responsibility for scoring learners' performance during the National Adjudication. Each judge is responsible for scoring each participant to ensure consistency in scoring which offer room to rectify any incorrect scoring from another judge. Scores tallied from each judge provide perspectives of Provincial and individual performance.

**WSEP Provincial Project Managers and Coordinators** are individuals responsible for ensuring Water and Sanitation Education Programme projects are effectively and efficiently communicated to communities and schools within a Province. They are the 'workhorses' and maintain excellent relations with various sector role-players.

## PROVINCIAL ADJUDICATION

This explains the process of undertaking provincial adjudications. To ensure that timeframes are adhered to, a plan has to be ensued directly after the closing date. The purpose hereof is to select a group of learners who will represent their Province at the National Adjudication where they will compete against learners from other Provinces. The best performers will stand a chance of winning fully paid scholarships from the Department of Water and Sanitation.

Learners together with the school must be notified speedily should they be shortlisted to ensure availability of attending the adjudication session. Communication is crucial at this stage of the adjudication.

The team of adjudicators must at least consist of representatives from the below mentioned Directorates and Stakeholders:

- WSEP
- NAET
- Drinking Water Quality
- Water Resources
- Department of Basic Education

## NATIONAL ADJUDICATION

The purpose hereof is to select the bursary winners from all the participants according to their performance as per judges' scoring during the event. The best performers of the event are awarded full scholarships by the Department of Water and Sanitation to study in any water-related field.

- Adjudicators consider the following in determining the bursary winners:
- Event performance indicators
- Mental – Science and Engineering exams outcomes
- Physical – challenges and sport
- WWMD proposal implementation

The team of adjudicators are to at least consist of representatives from the following Directorates:

- Water Services Regulation
- Learning Academy

## Water Services Operational Capacity Support

### PROVINCIAL ADJUDICATION [*Implementation of WWMD Proposal*]

The purpose hereof is to take what each of the Provincial winning learners has proposed and develop a plan of action for implementation at their respective schools. A committee as described below will be set up under the leadership of the Provincial Coordinator to provide the necessary assistance to the learner and school. The learner will herewith be exposed to being part of a process that will raise awareness about the importance of monitoring our water quality sources and systems. There is a set target audience at the school who are the target audience for the programme. Communities can be invited to partake as it will make more of an impact in the surrounding area/s.

This process explains what steps need to be taken to successfully implement the proposal submitted by the learner. The Provincial Office (WSEP and Drinking Water Quality / Water Resources) together with the National Office will provide support to the learner and school for planning this event.

#### STEP 1:

Notify the learner and school for winning the Provincial Chapter and to represent the Province at the National Adjudication.

#### STEP 2:

Arrange a meeting with the school and learner. Present them with the official letter confirming his/her participation at the National Adjudication.

#### STEP 3:

Identify members to form part of the organising committee and clearly define roles and responsibilities. Include community and municipality representatives if possible.

#### STEP 4:

Discuss and record the proposal from scope to monitoring the process, stakeholder participation to implementation

#### STEP 5:

Record and capture the event, e.g. photographically, media, etc.

#### STEP 6:

Draft a report of the WWMD event from Steps 1 to 5 and submit to Project Management Team.

## ROLE OF EDUCATOR IN WORLD WATER MONITORING DAY EVENT

The 'educator' herein is referred to the person responsible for the learner as per the application form submitted to participate in the Aqua Enduro National Adjudication. The educator is the school's direct support to the learner in applying for the adjudication and the implementation of the WWMD event which is to be hosted at the learner's school.

Upon notification of the learner's application and interview being successful, the educator is to assist the learner by taking responsibility for the following:

- Announce learner's participation in the Aqua Enduro National Adjudication and that the World Water Monitoring Day event is to be hosted by the school
- Ensure learner has support from the school so as to encourage and boost learner's morale
- Champion the cause at the school and motivate learners to participate in the event

A committee will be set up and should include the officials and representatives from DWS, DBE, YWP, the community and the municipality. The educator will form part of this committee.

## NATIONAL ADJUDICATION [Roles & Responsibilities]

The National Adjudication takes place in September school holidays annually. Each Province is presented with the opportunity to host and coordinate the National Adjudication with the assistance of the AENT. Therefore, the national event will rotate annually and make its mark in every Province.

***The number of representatives from each Province is ten (10) which is to include 6 x learners and 4 x officials. These officials are to be chosen by the Provincial Coordinators as they would be the individuals involved in the programme within their respective Province. The AENT will only cover for 10 x regional representatives.***

## ROLES AND RESPONSIBILITIES

Activity	Responsibility
Transport (land or air) participants & officials to and from the hosting venue/city	• Provincial Offices
Transport participants and officials for the duration of the event	• National Aqua Enduro PMT • Hosting Province
Accommodation during the event	• National Aqua Enduro PMT • Hosting Province
Food for the duration of the event	• National Aqua Enduro PMT • Hosting Province
Prizes for Provincial Winners	• National Aqua Enduro PMT
Bursaries for winning learners	• DWS Learning Academy
Promotional material	• National Aqua Enduro PMT
Adjudication literature	
Testing equipment	
Activity equipment	• Hosting Province
Marketing & Branding	• Communications (National & Regional)
Recording of event	
Reporting after event	• Provincial Coordinators • National Aqua Enduro PMT • Communications

## NATIONAL ADJUDICATION [*Programme*]

This is an overview of the actual programme which is strictly adhered to for the duration of the National Adjudication.

### DAY 1

- Arrival of participants
- Registration & room allocation
- Opening ceremony
- Orientation
- Presentations: Introductions, Rules & Regulations & Partners
- Programme outline

### DAY 2 – Enviro Day

- Boot camp welcome
- Environmental Assessment & presentation
- Drinking water quality monitoring (treasure hunt)
- Physical Activities
- Written test

### DAY 3 – Engineering Day

- Engineering presentation
- Engineering activity
- Written test

### DAY 4 – Water Endurance Day

- Onsite process control presentation
- Laboratory tour
- Einstein Hike
- Mountain bike relay
- Treatment technology quiz

### DAY 5

- Awards and closing ceremony
- Departure

**IMPORTANT:** Programme is not fixed and can be altered as per activities listed under '*National Adjudication Activities*'

## NATIONAL ADJUDICATION [Activities]

Various activities are undertaken during the National Adjudication to stimulate learners' participation. All 54 learners should participate in at least one or more activities being presented. Learners' performances are adjudged individually and as part of the Provincial team. Different weighting applies for every activity undertaken.

### Activities include:

- Motivational Speeches
- Water Sector Career Talk
- Water Quality Monitoring (testing & sampling procedures)
- Water/ Wastewater Treatment site tours
- Engineering exercises
- Water quiz
- Obstacle course
- Water Quality treasure hunt
- Games relay

**IMPORTANT:** Activities listed above are to provide basic framework for the National Adjudication and activities are subject to change from year to year as per project development and hosting Province's setting. Programme will be altered accordingly.

## NATIONAL ADJUDICATION [Rules & Regulations]

The rules and regulations (constitution) herein detail what is expected of all participants from learners to officials. It has been written with the thought of ensuring discipline throughout the event. A guide for some of the activities has been included to give an idea of the level of discipline and interaction necessary to ensure a successful event. Activities may change from year to year as the project develops.

### SECTION 1: GENERAL REGULATIONS

- 1 No vehicle shall be driven by a person without a valid driver's license.
  - a) Even though a person may have a valid driver's license, he/ she must be/ feel competent to drive before transporting any AE participants.
- 2 All traffic regulations must be always adhered to.
  - a) Reckless driving shall not be condoned. Reckless driving must be reported to the Head of the Disciplinary Committee, after which action will be taken against the individual.
- 3 Smoking and alcohol consumption is prohibited.
  - a) Smoking adults may **only** smoke when not in the presence of the learners.
  - b) No learners shall be allowed to have alcohol or tobacco or drugs in their possession.
  - c) Appropriate action shall be taken against the individual/s and the relevant team.
- 4 The use of foul language is not allowed.
- 5 No form of discrimination is allowed.
  - a) Racial and gender discrimination of any kind is strictly prohibited.
  - b) Refrain from using offensive name calling and/ or nick names.
  - c) English will be the official language of the AE Adjudication.
  - d) When all members of a gathering do not understand the language
  - e) conversed in, then the group must change to English, to prevent exclusion.
  - f) Teams may only use English during Activities to allow the independent judges to understand adjudication communication.

## **PUNCTUALITY: ALL AE PARTICIPANTS MUST ADHERE TO TIMES AS STATED ON THE OFFICIAL PROGRAMME.**

Failure to meet with the Lights Out & Rise and Shine rules could lead to immediate disqualification or maximum penalty points against the relevant participating team.

- a) All teams must ensure that they are at the venue of an Activity 10-15 minutes prior to the time of commencement. Failure to comply will implicate the team being charged with penalty points.
  - b) All teams must ensure that an Activity is completed at latest on the set adjudication time.
  - c) Speeding will not be allowed to make up time. Speeding will not be allowed at all. (Refer to Section 1.2)
  - d) Mealtimes will only be within the set times as per the official programme.
- 6 No sexual activity of any kind is allowed. Both guilty parties will be disqualified with immediate effect and be reported to responsible school authorities and parents/ guardians.
  - 7 Learners may not move beyond camp or activity boundaries without permission from the Overall Day Coordinator and/ or Head of the Disciplinary Committee.
  - 8 All team members must always display team colours and ID cards for identification purposes. Learners are required to wear their unique number tags at the back of their clothing. This tag needs to be always worn.
    - a) This rule will not apply during washing time.
    - b) The team colours must be displayed above clothing, always.
    - c) Failure to display these colours will lead to disciplinary action taken and/or count to penalty points allocated to relevant team.
  - 9 Team spirit is extremely important. Be always a team player.
  - 10 Time is of the essence, use it wisely. Preparation for activities requiring preparation must be done in advance, so preparation time planning is required.
  - 11 Cell phone usage is not allowed during activities as per programme.
  - 12 Stealing and unauthorized use of property belonging to another party/ individual is regarded as a Category 1 offence.
  - 13 Supervising Adults (including Provincial Coordinators) must adhere to the official programme. They must report for duty as per allocated task prior to the programme time to allow sufficient time for preparation. Failure to do this will lead to disciplinary hearing.



## SECTION 2: DISCIPLINE

- 1 The Event Director must be consulted or informed if:
  - Any team considers altering route plan or programme. This may only be done with approval of the Event Director.
  - Any unhappiness is caused. No protesting acts are allowed.
  - Any learner or other team member has been injured or feels sick.
- 2 The Event Director must be respected as the individual who bears responsibility for the entire AE event. Anyone who fails to adhere to this requirement will be charged to appear before the disciplinary committee.
  - a) Supervising adults or learners shall not challenge the authority or decisions of the ODC in public.
- 3 Team Captains (and vice-captains) must ensure that:
  - a) Discipline and all rules are adhered to within the team.
  - b) Every team member is accounted for at any time of the day.
  - c) Charged team members are accompanied at Disciplinary Hearings.
- 4 Disciplinary Hearings will occur at the end of each day according to programme or at the discretion of the Head of the Disciplinary Committee.
- 5 The Disciplinary Hearing (DH) will be convened by the Head of the Disciplinary Committee. The Event Directorship will also serve on the DC.
- 6 The DH proceedings will be as follows:
  - a) The charge sheet will be read by the presiding official (Head of Disciplinary Committee or an alternative),
  - b) The charged team member and his/ her representation will be granted a maximum of 5 minutes to table counter arguments.
  - c) The DH will be convened behind closed doors to consider counter arguments and decide on appropriate verdict and penalty (Consensus not required, based on majority decision).
  - d) The decision of the DC is final and must be respected.
- 7 Learners and Supervising Adults may be charged according to non-compliance with the Rules and Regulations of the AE Constitution.

## SECTION 3: ADJUDICATION REGULATIONS

- 1 Team captains must ensure that the team does not leave any location during the adjudication event without consulting a judge. The presence of an allocated judge is required during the activities requiring a judge presence.
- 2 No unsporting behaviour is allowed.
  - a) Such behaviour will ensure that the relevant team be allocated with the appropriate number of penalty points.
  - b) Severe cases could lead to disqualification.
- 3 Always be friendly towards the locals. You are their guests.
- 4 Supervising Adults may participate in physical activities marked as SAPA, (supervised adults' participation allowed) only one adult per leg.
- 5 Cell phones may not be used during activities at all and must be left in the possession of the responsible supervising adults during such times.

## SECTION 4: ACTIVITY 1 (*Environmental Assessment*)

- 1 Each Team Captain will ensure that entire team will remain together.
- 2 Not allowed to work with other teams or to copy other teams work.
- 3 Not to cause harm to the environment in anyway.
- 4 Supervising Adults not allowed to participate (may only ask 3 probing questions)
- 5 A judge must be always present.
- 6 Perform the task only according to instructions provided.
- 7 Each team must use findings to prepare a 10- minute PowerPoint presentation addressing the following:
  - a) What is the state of the water source?
  - b) What risks or activities are detrimentally impacting the water source?
  - c) Identify control measures to the risks.
- 8 Each team must allocate at least 2 team members to do the presentation while the rest of the team will field a 10-minute question and answer session during Activity 1a.

## SECTION 5: ACTIVITY 2 (*Treasure Hunt water Quality Monitoring*)

- 1 Teams must search for 3 marked taps according to clues provided.
- 2 Taps will be marked in colours of teams. Samples may only be taken at the marked taps.
- 3 Samples must be taken according to sample procedures explained during Day 1.
- 4 Equipment must be used according to demonstration instructions and not be abused.
- 5 All procedures and results must be recorded.
- 6 All procedures must be done in presence of the allocated judge.
- 7 Activity must be completed within 60 minutes.
- 8 All results must be given to the allocated judge before leaving for next tap.

## SECTION 6: ACTIVITY 3 (*Physical Games*)

- 1 Three team members will participate on the 1<sup>st</sup> leg of the adjudication, but the leg will only be completed when the last member of the team finishes the 3 km run.
- 2 At least 1 member of the 3 taking part on the 1<sup>st</sup> leg must be female participants.
- 3 The entire team of 3 must turn at the set beacons. No shortcutting allowed.
- 4 Two members must participate on the second leg in relay format.
- 5 This leg will be completed once the water level is up to the marked level.
- 6 The judge must give the nod before the 3<sup>rd</sup> leg can commence.
- 7 The 2 members participating on the 3<sup>rd</sup> leg will run with the bucket to a marking flag. The task will be completed once the judge at final marking is happy with water level of the bucket.
- 8 No team member may participate in more than 2 legs.
- 9 At adjudication of all three legs teams will compete to take points from each other.

## SECTION 7: ACTIVITY 4 (*Written Test*)

- 1 Learners will be expected to write a test on physics and general knowledge.
- 2 This will be done individually, and each learner will be assessed according to their performance.
- 3 No communication of any sort will be allowed during the test. Only exception if the learner has a question for the examiner.
- 4 The duration of the test is 90 min no extra time will be granted.
- 5 Paper and writing material will be provided.
- 6 No calculators are required for the test.

## SECTION 8: ACTIVITY 5a (*Engineering*)

- 1 Teams will be exposed to the concepts of engineering and other related aspects
- 2 Learners are expected to be attentive and ask questions
- 3 Teams will be taken on site visits
- 4 Each learner should follow the instructions of the Activity Coordinator

## SECTION 9: ACTIVITY 5b (*Mini Exam*)

- 1 Once site visits are completed learners will complete a mini exam based on the day's activities.

## SECTION 10: ACTIVITY 6 (Engineering Activity)

- 1 Each provincial team will be divided into two groups of 3.
- 2 Learners are required to build a bridge in each subgroup.
- 3 Learners will be supplied with an introduction sheet, 200 Popsicle sticks and craft glue.
- 4 Teams are required to work as a group to plan and construct the bridge.
- 5 Teams are required to remain at their designated table until the activity is complete.

## SECTION 11: ACTIVITY 7a (*Water and Wastewater Treatment Technology*)

- 1 Teams will visit a water and wastewater treatment plant
- 2 Learners are expected to gain as much information as they can and ask questions as they will write a test on the operations of water and wastewater treatment.
- 3 Learners will be expected to stay in their groups allocated and be vigilant of their surroundings as they would be on a plant that is fully operational should any incidents occur.

## SECTION 12: ACTIVITY 8 (*Einstein Hike*)

- 1 The entire team of 6 must participate.
- 2 Teams must always stay together.
- 3 Teams must report to all 5 check points along the way.
- 4 At each checkpoint teams must work together to complete the riddle/ question/quiz/ puzzle correctly before proceeding on the hike.
- 5 Each time will only get two chances at a checkpoint to answer correctly. If both chances are incorrect the team will be penalized with a 5minute time penalty. 1<sup>st</sup> Time correct answer will earn team 10 points; 2<sup>nd</sup> chance will earn a team 5 points; thereafter it will be zero points plus time penalty. Teams must form consensus on an answer before providing the answer.
- 6 Teams must have a pen/pencil and allocated writer to ensure answers are provided in writing.
- 7 At the completion of each checkpoint, teams will receive puzzle pieces which must be kept safely until the end of the hike.
- 8 Each team will be required to complete 3 shapes with the puzzle within 15 minutes. 3 shapes in 15 minutes = 30 points; 2 shapes in 15 minutes = 15 points; 1 shape in 15 minutes = 5 points.
- 9 It is evident brains are more important than brawn in this activity. Accuracy is much more important than speed.

## SECTION 13: ACTIVITY 9 (*Mountain Bike Relay*)

- 1 Two laps of 4 km each will be raced, 2 members per lap.
- 2 Team members should stay together.
- 3 Detailed rules will be explained by the Activity Coordinator (Bike Rental Company). All of these rules will apply and adjudication will be done accordingly.

## SECTION 14: PENALTIES

- 1 The Disciplinary Committee may issue the following **maximum** penalties:
  - a) For category 1 offences:
    - ii) *Immediate disqualification.*
    - iii) *Thirty penalty points on relevant team.*
    - iv) *Initiate official disciplinary action against supervisory adult in service of the Department.*
  - b) For category 2 offences:
    - i) *Physical tasks deemed appropriate according to entire DC, which may include:*
      - 1) Additional physical exercise to be executed at midnight
      - ii) *Serve as night watch for a reasonable period of time*
      - 3) Cleaning of Support vehicles
      - 4) Community Service
    - i) *And/or 15 penalty points on relevant team*
    - ii) *Or disqualifying the guilty party from eligibility for possible bursary*
  - c) For category 3 offences:
    - i) *Public Acts which is not demeaning yet entirely a fun exercise, which may include:*
      - 1) Singing of National Anthem at breakfast time
      - 2) Assist with the morning wake-up (Rise and Shine exercise)
      - 3) Carrying bags of opposing team/s
      - 4) Serve as an assistant during feeding times, etc.
  - d) Category 1 offences will include acts that are:
    - i) *Extremely offensive,*
    - ii) *Against the South African Law,*
    - iii) *Reckless driving,*
    - iv) *Any alcohol, drug, or sexually related activity.*
  - e) Category 2 & 1 offences may include acts that are:
    - i) *Contrary to regulations under section 1 of the AE constitution.*
    - ii) *The degree of non-compliance will be determined by the charge sheet.*

**IMPORTANT:** Activity guidelines provided are subject to change as per activities and will be aligned accordingly for the National Adjudication. This gives an indication of the discipline expected from ALL participants including officials.

## NATIONAL ADJUDICATION [*Judging*]

Judging during the National Adjudication is conducted by a mixture of relevant DWS officials, Strategic Partners and Graduate Trainees who form part of the Department of Water and Sanitation's Learning Academy. There are nine judges and one coordinator ensuring that this part of the National Adjudication is as effective as possible because it is how learners are identified and adjudged. Activities have guidelines to assist the process of adjudicating (judging) learners' performance.

### Judges should always adhere to:

- Keep in mind that Aqua Enduro is not only an adjudication but also an educational and motivating experience for the learners.
- Be positive and gentle with suggestions of improvement
- Encourage, give credit or positive criticism for work accomplished
- Present a professional authority to learners when asking questions during activities
- Not criticize nor exhibit boredom towards learner's performance should they feel the task completed is not up to their standard
- Be discreet when discussing winners or making critical comments
- Not let their personal bias influence their decisions
- Judges should respect the opinions of their colleagues
- Scoring criteria provided by the lead judge must be adhered to. Scoring criteria is clearly defined and handed to each judge before every activity
- ALL RESULTS ARE CONSIDERED CONFIDENTIAL UNTIL DISCLOSED

**IMPORTANT:** No interference with judges from Provincial Teams is allowed. Should any team have a grievance, a complaints register/ desk will be set up to address this.

## BASICS OF PROJECT MANAGEMENT

### What is a Project?

A project is a temporary endeavour undertaken to create a unique product or service. It can take days, weeks, months or even years to complete a project. Typical projects are within sectors such as engineering, construction, research, design, etc. Equally, preparing for a wedding ceremony can be projects in themselves. Every project has a 'Start' and a 'Finish' which determine its duration. It also has milestones, tasks, activities, budget, timelines and deliverables. It is important for learners to consider all these when embarking on their project proposals. It is also valuable knowledge that they will need later in life.

### Requirements of a Project

Every project requires a project manager who is responsible for providing leadership and ensuring that the project is delivered according to the agreed time, budget and resources. A project also needs to have a **project team** in which each member has a clear and specific role to play. The project must have a clear plan with reasonable timelines and deliverables.

### Role of a Project Manager

- Maintain the progress and productive mutual interaction of various parties to reduce the risk of project failure
- Manage, motivate, inform, and encourage project team
- Agree precise specification for the project
- Plan the project including time, team, activities, resources, and financials
- Communicate the project plan to the project team
- Agree and delegate project actions
- Check, measure, review project progress, adjust project plans and inform project team and others involved
- Review and report on project performance
- Acknowledge and thank the project team for value added to project

## What is Project Management?

Project management is a discipline of defining and achieving targets, which is now commonly used in the world of work as a means of delivering projects. It is about optimising the use of resources, time, money, people, materials, energy, space, etc. over the course of a project. It is also concerned with delivering a project within a given timeframe and according to agreed specifications and deliverables.

## Project Management Process

A project management process can have many stages depending on the size and complexity of the project. Presented below is a simplified version of the process, aimed at introducing a basic process to educators and learners...

### Project Definition (Scope and justification)

This is where the project manager and the team state their brief on the project. In the case where there is a client for project, the definition stage is where every detail about the project is stated. This includes what the project intends to achieve and any background that justifies the project.

It is at this stage that the scope of the project is defined to show how far a project intends to go. This is determined by the specifications, which may include quantities and budget. It is critical for the project to be clearly defined so that any agreement between project manager and the client is based on clear deliverables.

### Project Planning

Once the project has been defined, the next stage is to develop a project plan. The project plan must include a breakdown of activities that make up the project. It also must have the estimated amount of time allocated to each activity. In this way, the project team will have something to monitor the progress of the project. Once a project plan is complete, it must be signed off by the client together with the project manager.

### Project Execution or Project Production

This is the stage where the project starts under strict monitoring by the project manager. A project can only be successfully implemented by a project team and its manager. It is therefore critical that these are selected based on their ability to deliver the project. Each member of the team must have a clear role which should be in the project plan. The project manager must be in full control of the project and must be able to do some troubleshooting where the project experiences problems.

This could include removing, swapping, or substituting those members of the team who are failing to deliver according to the project plan.

### Project Monitoring and Reporting

This is the stage where the project manager reports progress on the project. This is done through scheduled progress meetings what must be included in the project plan. These are meetings that may be attended by the client for briefing on progress on the project. This includes any problems or challenges that the project may be experiencing. It is important for the learners engaged in projects to have such meetings to ensure that they do not only realise problems when it is too late. Such meetings can be quite a useful forum for preparing the team for presentations of the project to the adjudication panel.

### Project Implementation

This is when the project is complete, and it has to be officially handed over to the client. It includes the commission of the project, which means testing to ensure that everything works accordingly. After the commissioning stage a project is normally launched, which is when it is showcased to potential customers. A project closedown report is usually prepared by the project manager before presenting it to the client.





## APPLICATION FORM

Complete this registration form and submit with the required documents to the Provincial WSEP Project Manager as listed at the back of this pamphlet.

Name of Learner:

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Name of School:

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Grade:

Gender:

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Intended field of study:

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Physical Address of School:

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Postal Address of School:

---

Postal Address of Learner:

---

Responsible Educator:

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Educator Contact No.: (w) \_\_\_\_\_ (c) \_\_\_\_\_

Learner Contact No.: (h) \_\_\_\_\_ (c) \_\_\_\_\_

School Fax: \_\_\_\_\_

Department of Basic Education District:

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Town/City: \_\_\_\_\_



## INDEMNITY FORM

### PART A

I (Full name & surname), \_\_\_\_\_,

ID Number \_\_\_\_\_, the parent / legal guardian of learner (full name & surname) \_\_\_\_\_

\_\_\_\_\_, ID Number \_\_\_\_\_, hereby authorise the person/s in charge and mandated by the Department of Water and Sanitation (DWS) to be the guardian of my child/ward during the travel to and from the Aqua Enduro National Adjudication. This authorisation is based on the understanding that the person/s authorised by DWS will take all precautions to ensure the safety and wellbeing of my child. I agree to exempt DWS and its employees, agents and all representatives from any claims resulting from any injury, illness or loss suffered by the guardian or my child.

I undertake to ensure that my child has some spending money, enough warm clothing, and any other necessary items such as medicine, toiletries, etc.

I hereby declare that I have read and understand the contents of this form and that all the information provided is correct.



## PARTICULARS OF CHILD

### PART B

#### PARTICULARS OF CHILD

Name:	Surname:
Preferred Name:	Date of Birth:
Gender:	Age:
School:	Home Language:
Home Address:	Home Tel:
District:	Province:

#### MEDICAL HISTORY OF CHILD

Known chronic conditions, e.g. asthma, allergies	
Specific medical problem to be known by the person/s accompanying the child	

#### PARTICULARS OF PARENT / LEGAL GUARDIAN

Name:	Surname:
Relation:	ID No:
Work Address:	Name of Employer:
Occupation:	Cell:
Tel (h):	Tel (w):

#### NEXT OF KIN

Name:	Surname:
Relation:	ID No:
Work Address:	Name of Employer:
Occupation:	Cell:
Tel (h):	Tel (w):



## AQUA ENDURO National Adjudication

### EVALUATION FORM

Thank you for participating in the Aqua Enduro National Adjudication. The Organizing committee would like to give feedback to the Department's Management on the experiences of the participating Provincial Coordinators, adjudicators, and judges. Please take time to complete the following questions with honesty:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Province: \_\_\_\_\_

Date: \_\_\_\_\_

**1 What were your expectations for the workshop?**

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**2 Were these expectations met? If not, why?**

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**3 List three useful things that you have learnt?**

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**4 How do you intend applying what you have learnt at this workshop?**

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## AQUA ENDURO National Adjudication

**5 How did the presenters present their topics?**

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**6 What is your overall experience of the workshop? Please rate it 1 to 10 where 1 is weakest and 10 is exceptional. Motivate your rating.**

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**7 Any suggestions on how to improve the workshop.**

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## AQUA ENDURO National Adjudication

### FEEDBACK FORM

Thank you for participating in the Aqua Enduro National Adjudication. The Organizing Committee would like to give feedback to the Department's Management on the experiences of the participating learners and officials. Please take time to complete the following questions with honesty:

Name: \_\_\_\_\_

Region: \_\_\_\_\_

- 1 How did you experience the activities of the event? Were your expectations met? Please motivate your answer:**

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- 2 How would you rate the accommodation and meals (1 to 10 where 1 is the weakest and 10 exceptional)? Please motivate your answer.**

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- 3 Give your comments on the programme that was followed during the event.**

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- 4. Please share with us your overall perception of the Aqua Enduro Project:**

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## AQUA ENDURO National Adjudication

- 5** You now have the opportunity to judge the 'Judges'. Please rate them 1 to 10 where 1 is the weakest and 10 is exceptional. Motivate your rating.

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- 6** How have you experienced the management of the Aqua Enduro Programme? Please rate it 1 to 10 where 1 is the weakest and 10 is exceptional. Motivate your rating.

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- 7** You can contribute towards the improvement of the Aqua Enduro Programme. Please share with us your comments and suggestions on how the quality of this programme can be improved.

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- 8** You met so many new people the last couple of days. Please share with us the name of the person that you will be nominate as the "Star of the Week".

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## CONTACT DETAILS

### NATIONAL OFFICE (PRETORIA)

#### EASTERN CAPE

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#### NORTHERN CAPE

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#### WESTERN CAPE

Project Manager: Bongo Antoni  
Cell: 083 6599 110 Email: [Antonib@dws.gov.za](mailto:Antonib@dws.gov.za)

## A decorative background featuring horizontal lines and abstract shapes. The shapes include a yellow curved line at the top left, a light blue curved line below it, and a light green curved line further down. The background is white with horizontal lines.

TOLL FREE: 0800 200 200  
LAYOUT AND DESIGN BY THE  
DEPARTMENT OF WATER AND SANITATION  
COMMUNICATION SERVICES