Project Plan for Core Team and Local Facilitation

Tourism Impact Assessment South Africa 2024/2025

Date of Call	Preparation needed	TOPs in Call

18.10.2024	• Send info on supply chains to RT
	  ○ What route is most relevant for you (Pax, Classical route)?
	  ○ What kind of trips do you offer? (self-drive, group travel, guided individual travel…)
	  ○ What budget do your travel products aim at?
		• Info
		  ○ Introduction of project plan
		  ○ Current info and status
		• Discussion
		  ○ Identification of overlaps in supply chains
		  ○ Capacity planning of core team members
		  ○ Adaption of project plan
		• Decision on
		  ○ Route for assessment
		  ○ Kind of trip/ target group/ budget for assessment
		• Follow-up:
		  ○ *RT will send minutes*
		  ○ *RT will send template for stakeholder mapping + human rights scoping in preparation for next call*

25.10.2024	• Send info on supply chains to RT
	  ○ Which direct (contract) partners do you work with along the decided route?
	  (Please fill in the stakeholder groups that you work with in the template that we will provide)
	• Send info on human rights scoping
	  ○ Which human rights issues are you aware of along the decided tour/route/supply chain?
	  ○ Do you have contacts to experts/ civil society organisations/ projects regarding the identified risks?
		• Info
		  ○ Info on status stakeholder mapping
		  ○ Info on status human rights scoping
		• Discussion
		  ○ Questions that arose until now from project partners etc.
		  ○ LkSG / due diligence perspectives to be tackled in assessment
		• Decision on
		  ○ Final decision on date of on-site assessment (idea: 18-28 January) with info gained so far

	○ Send LkSG / due diligence challenges, processes, info on high-risk topics and stakeholders in SA to RT ○ Do you have internal processes, risk analysis, tools regarding the identified risks? • Info on business visa (TourismWatch)	• Follow-up: ○ *RT will send minutes* ○ *RT will send compiled stakeholder mapping + human rights scoping in preparation for next call*
15.11.2024	• Organisational issues (flight schedules, accommodation options on decided route, possible supportive transport/guide/ translators etc.) *(research by RT + local facilitation)* • Comment on and complete stakeholder mapping	• Info ○ Current Status ○ Presentation of stakeholder mapping and human rights scoping • Discussion ○ Questions that arose until now from project partners etc. • Decision on ○ Finalisation of stakeholder mapping and human rights scoping ○ Defining core issues and stakeholders to be consulted • Follow-up: ○ *RT will send minutes* ○ *RT will send final stakeholder mapping and human rights scoping*
22.11.2024	• Relevant topics and questions for assessment • Contact local partners (DMCs, accommodation providers, transport, guides, translators…) for support to on-site assessment on decided route • Itinerary proposal based on decisions so far (FTT)	• Info ○ Current Status ○ Presentation of itinerary proposal (FTT, RT) • Discussion ○ Questions that arose until now from project partners etc. ○ Itinerary and assessment team ○ Support of local partners – what else is needed? • Decision on ○ Itinerary • Follow-up: ○ *RT will send minutes* ○ *RT will send decided itinerary* ○ *RT +FTT will prepare proposal for stakeholder consultations + programme along itinerary as preparation for next call*

06.12.2024	• Contact local stakeholders for interviews
	• Set up interview itinerary/ planning
	• *Flight bookings / booking of accommodations + transport/ guides etc. (RT, FTT in consultation with project partners)*
		• Info
		  ○ Current Status
		  ○ Presentation of interview / consultation proposal (FTT, RT)
		• Discussion
		  ○ Questions that arose until now from project partners etc.
		  ○ Which local stakeholders do we approach for interviews?
		  ○ What is needed for interview preparations?
		  ○ Kick-off workshop and closing
		  ○ Booking status / what else is needed
		• Decision on
		  ○ Stakeholders to be consulted
		  ○ Kick-off workshop and closing
		
		• Follow-up:
		  ○ *RT will send minutes*
		  ○ *RT will send list of decided stakeholders to be consulted*
		  ○ *RT will prepare interview guidance for decided stakeholder consultations*
		  ○ *RT will prepare guidance/ template for structuring and compiling information from conducted interviews (to have findings in a uniform structure for evaluation)*
		  ○ *Next steps / bookings/ organisation of trip*

10.01.2025	• Remind local partners for interviews if answers are still missing
	• Last preparations and preparations regarding on-site assessment
		• Info
		  ○ Current Status
		  ○ Presentation of finalised on-site planning (itinerary)
		  ○ Last preparations to be done/ organisational topics
		• Discussion/ Decision on
		  ○ Questions that arose until now from project partners etc.
		  ○ Last preparations needed
		  ▪ Final bookings/ stakeholder invitations etc.