



Western Cape
Government

Western Cape Department of Agriculture

Management Improvement Plan

Evaluation of the Availability,
Extent and Utilisation of
Agricultural Economic Databases

Riaan Nowers
April 2016

TITLE: Evaluation of the Availability, Extent and Utilisation of Agricultural Economic Databases

PROGRAMME MANAGEMENT IMPROVEMENT PLAN

1. MANAGEMENT RESPONSE ON RECOMMENDATIONS

	Recommendation	Record of agreement or disagreement	Reasons for disagreement
1	Provide an inventory of the online tools as well as an overview of the data available upon request.	Agreed	None
2	Increase the department's online presence by making use of social media platforms, such as Facebook and Twitter. This would allow the department to freely notify followers of updates as well as ascertain what their users' needs are.	Agree, but will be investigated given current Government policy which does not allow general usage of social media	Government policy not to allow officials on social media
3	Database availability and updates could be communicated through a monthly newsletter to subscribers.	Disagree	Due to present capacity constraints this will not be possible. Clients should however be notified on the departmental website of this
4	Investigate how the databases could be made available for download from the website.	Agreed	None
5	Make the online tools compatible on smart phones and tablets to improve accessibility for client users in the field.	Agreed	This in many ways are already happening
6	The development of an internship programme could help attract appropriate staff to the division by exposing them to a range of activities conducted by the Department.	Agreed	None
7	Employ a dedicated IT specialist housed within the division since the improvements on the online platforms require ongoing maintenance and support.	Agreed	However, it should be noted that only Cel employs IT personnel. Related skills could be investigated in future when budget allows and work study conducted.

Recommendation		Record of agreement or disagreement	Reasons for disagreement
8	Expand personnel as the present number of officials is a key barrier to the Division's capacity	Agreed	None
9	Encourage a transversal requirement that all Departmental staff involved in data collection and management be exposed to training that includes short courses on GIS (at varying levels according to need).	Agreed	None
10	The Department should collaborate with the relevant industry actors – such as game auctioneers – in order to establish a standard vocabulary for the different game categories.	Disagree	This data are from the private sector who wants to be different to others. However in most cases the data for each species reflect that of the auctioneers
11	Additional databases: <ul style="list-style-type: none"> - Niche market information such as organic & free range - Climate change related matters – rainfall; drought; food security. 	Agreed	None. This in many way are been captured but within other programmes (TRDS, SRU, FSD)
12	Maintain historical data as this is an unique feature	Agreed	Absolutely
13	Revisit Theory of change - identify primary target groups and revise theory of change accordingly.	Agreed	None
14	Future Evaluations: Future evaluations should be implemented between April and the end of September due to the fact that people are general unavailable to participate during the holiday/festive season and towards the end of the financial year.	Agreed	None
15	Develop banner which lists key databases and put up at key events	Agreed	None

IMPROVEMENT OBJECTIVES

Recommendation 1:	Provide an inventory of the online tools as well as an overview of the data available upon request.
Recommendation 3:	Database availability and updates could be communicated through a monthly newsletter to subscribers.
Recommendation 4:	Investigate how the databases could be made available for download from the website.
Recommendation 5:	Make the online tools compatible on smart phones and tablets to improve accessibility for client users in the field.
Recommendation 7:	Employ a dedicated IT specialist housed within the division since the improvements on the online platforms require ongoing maintenance and support.
Recommendation 11:	Additional databases: <ul style="list-style-type: none"> - Niche market information such as organic & free range - Climate change related matters – rainfall; drought; food security.
Recommendation 12:	Maintain historical data as this is a unique feature
Improvement Objective 1:	Develop systems where all relevant databases are made accessible to clients on the Department Website with notices of new additions

Recommendation 6:	The development of an internship programme could help attract appropriate staff to the division by exposing them to a range of activities conducted by the Department.
Recommendation 8:	Expand personnel as the present number of officials is a key barrier to the Division's capacity
Recommendation 9:	Encourage a transversal requirement that all Departmental staff involved in data collection and management be exposed to training that includes short courses on GIS (at varying levels according to need).
Improvement Objective 2:	Invest in human resource capacity in terms of expanded capacity(s) and numbers

Recommendation 2:	Increase the department's online presence by making use of social media platforms, such as Facebook and Twitter. This would allow the department to freely notify followers of updates as well as ascertain what their users' needs are.
Recommendation 10:	The Department should collaborate with the relevant industry actors – such as game auctioneers – in order to establish a standard vocabulary for the different game categories.
Recommendation 13:	Revisit Theory of change - identify primary target groups and revise theory of change accordingly.
Recommendation 15:	Develop banner which lists key databases and put up at key events
Improvement Objective 3:	Revisit Theory of Change through continuous monitoring of clients and target groups and adapt accordingly

Recommendation 14:	Future Evaluations: Future evaluations should be implemented between April and the end of September due to the fact that people are general unavailable to participate during the holiday/festive season and
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	towards the end of the financial year.
Improvement Objective 4:	Conduct medium term evaluations of systems and databases so as to ensure relevance

2. IMPROVEMENT PLAN

Improvement Objective 1:		Develop systems where all relevant databases are made accessible to clients on the Department Website with notices of new additions					
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress
1.1	Yes	1.1.1 Develop summary of each database	Provide list of databases with overview of each on Department Website	RJ Nowers, J Murdoch, S Pietersen	December 2016	-	
	No	1.1.2 Add date of latest update and contact person(s)	Add list of updated and new databases	J. Murdoch, S. Pietersen	December 2016	-	A list of databases is available for POE purposes
	No	1.1.3 Add number of 'hits' on each database	Ensure feature of number of 'hits' of each database are incorporated	J. Murdoch, S. Pietersen	December 2016	-	
	Yes	1.1.4 Availability of download feature of data from databases	Build feature in on website that data could be downloaded	J. Murdoch, S. Pietersen	December 2016	-	
	Yes	1.1.5 Identify officials who has sufficient IT skills to manage online platforms	Appoint official who will take responsibility for online tools/access and invest in skills	RJ Nowers, J. Murdoch	December 2016	-	Official who is responsible for update of flat screen system will be targeted
	Yes	1.1.6 Keep track of	Develop new	All	Ongoing	-	This ongoing through

Improvement Objective 1:		Develop systems where all relevant databases are made accessible to clients on the Department Website with notices of new additions						
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress	
		clients' needs on data types	databases and make available online				the Enquiry Database	
	Yes	1.1.7	Maintain historical data	All	Ongoing	-	Ongoing efforts are made to keep historical data	
1.2	No	1.2.1	Investigate possibility of compatibility of online tools with smart phones & tablets	J. Murdoch	March 2017	-	Discuss issues with FC Basson on compatibility issues	

Improvement Objective 2:		Invest in human resource capacity in terms of expanded capacity(s) and numbers						
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress	
2.1	No	2.1.1 Tap into Internship programme(s) and create awareness	Utilises Internship programme to identify potential officials for employment	RJ Nowers	Annually	-	At present interns are exposed to agric econ databases and the demands thereof	
2.2	Yes	2.2.1 Work study is needed to identify posts	Put Programme on list for Work Study investigation on revised structure	B. Matofi	March 2017	-	Ongoing efforts are done to make this happen, other provincial structures have also been tapped into	
2.3	No	2.3.1 Identify skills needed for more effective operations	Identify and invest into skills development of personnel – specifically GIS skills	RJ Nowers	Ongoing	Limited	Put on Performance Agreements	

Improvement Objective3:		Revisit Theory of Change through continuous monitoring of clients and target groups and adapt accordingly						
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress	
3.1	No	3.1.1 Be aware of social media utilisation to share data	Discuss social media opportunities with relevant officials for potential use	RJ Nowers, Petro van Rhyn	March 2017			
3.2	No	3.2.1 Get list of game auctioneers, to standardise game categories	Utilise standardised game spp categories within databases	RJ Nowers	September 2016		Ongoing as the game industry keeps on developing. Contacts have been identified	
3.3	Yes	3.2.2 Get involved with game ranching industry	Attend workshops, conferences, auctions and build relations	RJ Nowers	March 2017	R20 000	Planned attendance of SAWMA & international game ranching conference	
	No	3.3.1 Identify target groups	Monitor target groups	All personnel in Sub-programme	Ongoing		Enquiry databases monitors target groups	
		Adapt databases to above groupings	Develop new databases and adapt structures to needs	All personnel in Sub-programme	Ongoing		Ongoing and reported on status within APP	
3.4	No	3.4.1 Decide on key databases	Have banner printed with key databases listed	RJ Nowers	April 2017	No, but hope to do this within new financial year	Source costing and budget	

Improvement Objective 4:		Conduct medium term evaluations of systems and databases so as to ensure relevance					
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress
4.1	No	4.1.1 Plan TOR release and call for service providers	Future TOR's should be sent out in advance so that Evaluation can commence on April of financial year	RJ Nowers	In three years' time if necessary	Unknown	

3. COMMUNICATION PLAN

Target audience	Message	Media vehicle	Deadline	Person	Budget available	Progress
Decision makers	Results of the Database Evaluation and its implications	Internal reports	31 July 2016	Riaan Nowers	N/A	In progress
People in the Department	Electronic dissemination of results	MS Word; Power Point presentations on request	30 September 2016 and on request	Riaan Nowers	N/A	In progress
Stakeholder clients	Report	Electronic and on request by clients from within Enquiry Database	30 September 2016	Riaan Nowers	N/A	In progress
Other departments	Results and implications	Electronic Reports on request	31 March 2017	Riaan Nowers	N/A	In progress
General public	Results and implications	AgriProbe article; RSG Radio	31 March 2017	Riaan Nowers	N/A	In progress
Academic environment	Results and implications	Electronic on request	31 March 2017	Riaan Nowers	N/A	In progress

4. SIGNOFF

It is recommended that this Management Improvement Plan is implemented



PROGRAMME MANAGER:

26 July 2016

DATE

APPROVED / NOT APPROVED



MS JS ISAACS

HEAD OF DEPARTMENT

10/08 | 2016

DATE