

PRO FORMA BOOK 1- THE DATA BOOK

Section	Information Item	Explanatory Notes
1.1	Administrative Background	
1.1.1	<i>Conservancy Information</i>	
1.1.1.1	Conservancy Name	
1.1.1.2	Dominant veld type- Ackocks/Low, Rebelo name and number	
1.1.1.3	Reserve Area in hectares	
1.1.2	<i>Details of the Conservancy Managing Authority</i>	The management committee selected from the property owners who have combined resources to improve conservation of the natural environment of their area.
1.1.3	<i>Conservancy Locality data</i>	
1.1.3.1	Coordinates	
1.1.3.2	Locus	
1.1.3.3	Magisterial District	
1.1.3.4	Regional Services Council	
1.1.3.5	Province	
1.1.3.6	Maps	Detailed 1:50 000 maps indicating coordinates, cadastral information, topography and boundaries of the conservancy as well as boundaries of the individual properties within the conservancy. In addition to the Conservancy Map it is also beneficial to have a regional map illustrating the conservancy location in relation to relevant towns and other protected areas. In its most extensive and most useful format, conservancy maps will provide information on the following: topography, geology, soils, vegetation, slope, drainages, conservancy zonation, wildlife distribution, soil erosion systems, road systems etc.

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1.1.4	<i>Conservancy Legal Status</i>	
1.1.4.1	Proclamation Date & Number	
1.1.4.2	Relevant Ordinances	
1.1.4.3	Relevant Acts	
1.1.4.4.	Description of boundaries	
1.1.4.5	A list and details of individual property owners and their properties.	
1.2	Conservancy Natural Resource Information	Natural resource information consists of the ecological background and conservation information. For a new conservancy, this section of the management plan might only be available after establishment of the conservancy- it is very likely that finding and collating this information will form part of the management tasks. Even for established conservancies this information may not be available.
1.2.1	<i>Conservancy Ecological Background</i>	This includes information of a biological nature and of the natural resources of the conservancy. The most important aspects are listed in items 1.2.1.1 to
1.2.1.1	Geology & geomorphology	
	Soils	
1.2.1.2	Veld types & vegetation description	List the dominant, second most dominant and third most dominant veld type (Acocks, Low & Rebelo)- include type and % of applicable land, as well as a listing of all veld types represented in the conservancy.

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1.2.1.3	Indigenous and alien vegetation lists	Make lists of currently and historically occurring indigenous vegetation species, and a list of current and eradicated alien vegetation species.
1.2.1.4	Vertebrate list	Make lists of historical occurrence and presently recorded indigenous species, introduced species, and current and eradicated alien vertebrates.
1.2.1.5	Invertebrate list	Make lists of historical occurrence and presently recorded indigenous species, introduced species, and current and eradicated alien vertebrates.
1.2.1.6	Climate Information	
1.2.1.7	Paleontological sites	
1.2.1.8	Land-use patterns: Current and historical	
1.2.1.9	Fire incidence	
1.2.1.10	Important ecological processes,	This typically includes pollination processes and important pollinating agents, presence of nutrient traps such as marshes, vleis, etc; important water sources; important bird/mammal /insect breeding habitats.

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1.2.2	<i>Conservancy Conservation Information</i>	This section gives more information regarding the nature conservation significance of a conservancy. Typically, rare, endangered and threatened plant and animal species are described, threatened habitats are described, and the current land use in the conservancy as well as the area surrounding the conservancy is described. Some examples of conservation information which should be compiled for the conservancy follows below. Compilation of this information may well form part of the conservancy management objectives and goals.
1.2.2.1	Nature Conservation Significance of Conservancy Biota	
1.2.2.1.1	Red Data Book species in the Conservancy	Listing of Red Data Book and other threatened or rare plant, vertebrate and invertebrate species present in the conservancy, and the significance of these populations relative to meta-populations.
1.2.2.1.2	Special, rare plant communities in the Conservancy	Listing of plant communities which is either naturally limited or which represents remnants of communities with a wider earlier range now lost to land transformation. It is also important to know if there are other equivalent communities outside the conservancy in the bio-physiographic region and in the rest of the biome outside the bio-physiographic region in question.

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1.2.2.1.3	Populations of non-threatened plant and vertebrate species in the conservancy	The significance of these populations of non-threatened plant and vertebrate species in the conservancy relative to meta populations- i.e. are the conservancy populations vs. the total population small or large; what is the geographic and genetic variation; is the conservancy population poorly or well represented in the bio-physiographic region and in the rest of the biome outside the bio-physiographic region in question.
1.2.2.1.4	Populations of non-threatened invertebrate species in the conservancy.	Information concerning the overall status of the meta-populations of non-threatened invertebrate species which are found in the conservancy, and if so, which population is the healthiest, the population in the conservancy or the population outside of the conservancy.
1.2.2.2	Habitats in the Conservancy	
1.2.2.2.1	List of threatened habitats in the conservancy	A list of special or threatened habitats essential for the survival of significant numbers of Red Data Book and other plant or animal taxa present in the Conservancy- typically caves, marshes and wetlands.
1.2.2.2.2	Status of threatened habitat listing outside the conservancy	Are there other equivalent threatened habitats outside the conservancy in the bio physiographic region and in the rest of the biome outside the bio-physiographic region in question.

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1.2.2.2.3	Listing of sites of scientific importance or special geological features present in the conservancy.	Typically, paleontological sites.
1.2.2.2.4	Listing of all external man-made threats to the maintenance of biodiversity in the conservancy.	Examples are biocide inflow, nutrient inflow due to agricultural fertilization, groundwater changes, artificially induced earth tremors, acid rain, alien plant and animal invaders, deliberately setting of fires outside the conservancy, etc
1.2.2.2.5	Listing of all internal man-made threats to the maintenance of biodiversity in the conservancy.	This includes issues like general poor management, uncontrolled alien spread, raised animal densities, increased burning frequency, etc.
1.2.2.2.6	Listing of the important consequences and threats of isolation of the conservancy.	The conservancy could be threatened by fragmentation, insularisation, edge effect and insufficient size.
1.2.2.2.7	Listing of ecological gradients in the conservancy	Ecological gradients could mitigate the effect of long term climatic change and allow spatial and temporal migration of plants and animals.
1.2.2.2.8	Does the conservancy form part of a protected area network?	Being part of a protected area network could to some extent mitigate the effect of long term climate change.

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1.2.2.2.9	Determine the suitability and availability of neighbouring land for future inclusion in the conservancy.	Determine if the conservancy boundaries are optimal to reduce the threat posed by alien plant and animal invaders as well as overall fire management, and is neighbouring land suitable and available for making the existing boundaries more suitable?
1.2.2.2.10	Determine the land-use patterns of neighbouring land.	Knowledge of land-use patterns can assist in identification of potential future benefits or future requirements for mitigating actions.
1.2.2.2.11	Determine if the conservancy is representative of the ecosystem as it is at present or as it was before it was modified/transformed- i.e. is the conservancy an “island of original vegetation” in a “sea of wheat”.	
1.3	Social/Cultural information	This section contains the local community information which will give the conservancy management direction for dealing with community involvement in the early stages of management planning. It is very important to understand the social/cultural conservation significance of the conservancy.
1.3.1	Does the conservancy contribute to the (environmental) educational needs of the local and broader communities, how and to what extent?	

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1.3.2	Does the conservancy contribute to the recreational needs of the local and broader communities, how and to what extent?	
1.3.3	Does the conservancy contribute to the material needs of the local community?	
1.3.4	Does the conservancy have a cultural value to/for the local community- typically a historical site, religious significance, grazing commonage, source of material needs such as thatching or traditional medicines?	
1.3.5	Does the conservancy contribute aesthetically to the local community's environment?	
1.3.6	Does the conservancy contribute to the economic wellbeing of the local community (typically, this could include tourist markets, use of local community facilities by tourists).	

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1.3.7	Were members of the local community inconvenienced in any way by the establishment of the conservancy (typically land loss, loss of communal grazing, loss of source of thatching, loss of traditional medicine source, resettlement, loss of servitude rights).	
1.3.8	Were inconvenienced members of the local community adequately compensated in practical terms or not?	
1.3.9	What is and can in future be done to counteract justifiable or unjustifiable feelings of alienation by members of the local community? Are they made aware of the advantages (if any) the conservancy will bring them.	
1.3.10	If archaeological sites and associated artefacts occur on the conservancy, list the national, regional, and local significance in consultation with the local museum and experts on local culture.	
1.3.11	If historical buildings and structures occur on the conservancy, list the national, regional, and local significance as monuments in consultation with the National Monuments Council.	

PRO FORMA BOOK 2- THE STRATEGY BOOK

Section	Information Item	Explanatory Notes
2.1	PRINCIPAL MANAGEMENT STATEMENT	<p>A typical principal management statement might be:</p> <p>"The property owners in the ABC Conservancy strive to protect representative natural species, terrestrial and marine systems & processes, thus contributing to the mission of the applicable provincial conservation organization".</p>
2.2	MANAGEMENT OBJECTIVES FOR THE CONSERVANCY	<p>An objective is a broad general statement of what must be achieved on a particular conservancy, a statement of direction that the conservancy committee must follow. Refer to <i>Guidelines</i>, Section 4.1</p>
2.2.1	Objective 1: Involve the relevant individuals and communities in the management planning and implementation processes of the Conservancy	<p>Typical objectives: To be identified by the management committee.</p>
2.2.2	Objective 2: Conserve a representative portion of the highveld grassland biome	
2.2.3	Objective 3: Provide information and education programmes relevant to the Conservancy to the local community bordering the Conservancy	
2.2.4	Objective 4	
2.2.5	Objective 5	
2.2.6	Objective 6	

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Section	Information Item	Explanatory Notes
2.3	GOALS FOR EACH OBJECTIVE	Goals are specific routes that must be taken to head in the desired direction. Goals are used to achieve objectives, the actual “get out and do” part of the management plan. Refer to Guidelines, Section 4.2.
2.3.1	Goals for Objective 1:	List all the goals, with time targets, for each Objective
2.3.2	Goals for Objective 2:	
2.3.3	Goals for Objective 3:	
2.3	MANAGEMENT PROGRAMMES FOR THE CONSERVANCY	The programmes relate to different topics in environmental science/conservation biology. Each management objective with its goals should slot in with one or more of these programmes.
2.3.1	Vegetation management programme.	Objective 2 above belongs with this programme
2.3.2	Wildlife management programme.	
2.3.3	Substrate (soil) management programme.	
2.3.4	Fire management programme.	
2.3.5	Water management programme.	
2.3.6	Cultural/historical programme.	
2.3.7	Public utilization programme.	Objective 3 above belongs with this programme

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2.3.8	Facilities & infrastructure management programme.	
2.3.9	Social responsibility programme.	Objective 1 and 3 above belongs with this programme
2.4	CONSERVANCY ZONATION	Zonation is the establishment of areas of the conservancy within which certain activities and development may or may not be permitted. The information contained in BOOK 1 is vital for the zonation exercise.
2.4.1	Identify wilderness zones in the conservancy	These zones will afford specific protection to vulnerable habitats and /or populations.
2.4.2	Identify extensive use zones in the conservancy	These zones are not as fragile as the wilderness zones, but has light to moderate impact from owners/visitors.
2.4.3	Identify intensive use zones in the conservancy.	These zones are suitable for accommodation, common use areas, etc.
2.5	CONSERVANCY ANNUAL PLAN OF OPERATION	This is the hands-on projects planned for the conservancy for each year, and is contained in BOOK 3.
2.6	THE REVIEW & UPDATE OF THE CONSERVANCY MANAGEMENT PLAN	The review process should happen once in 5 years to take stock, implement new methods, make allowances for changes, ensure that the principal management statement is still being followed.

PRO FORMA BOOK 3 – THE ACTION BOOK

Section	Information Item	Explanatory Notes
3.1	PROJECT 1, PLUS RELEVANT OBJECTIVE, GOAL & PROGRAMME	It must be clear where the project slots into the overall Conservancy Management Plan
3.1.1	Time schedule	Start and end date
3.1.2	Staff required	List of staff/conservancy members' names involved in the project
3.1.3	Equipment required	List of all equipment required to complete the project
3.1.4	Materials required	List of all consumables required to complete the project
3.1.5	Transport required	Indication of type and number of vehicles required and who can provide them
3.1.6	Cost estimate	Cost to complete project
3.1.7	Methodology references	Refer to available data sources for the 'how to' part of the project. Over time a database of methods can be built up to become part of this book.
3.2	PROJECT 2	Repeat as per project 1 for all the projects planned for execution during the year.
3.3	PROJECT 3	
3.4	PROJECT 4	
3.5	PROJECT 5	