

**DM 2005 Project Implementation
PROGRESS REPORT**

[09/02/2006]

I. Background Information

DM Project Number and Title	4700 – Eco-Friendly Coffins
Report Author’s Name (if different from Team Leader)	Shaun Cozett
Total Award	US\$ 150,000
Amount Disbursed to Date	US\$ 37,500 (25% of the Total Award)

II. Progress Against Milestones

i) List the milestone objectives in the first column as expressed in the Project Agreement. The second column should indicate the current status of each milestone objective. In the third column, please provide quantitative data and qualitative information describing the status of the project against that particular milestone.

Milestone Objectives (Copy from the Agreement)	Status (Completed/ In Progress)	Descriptive Information on the Status
<p>Milestone 2: Project Initiation – Planning Phase</p> <p><u>Project management</u></p> <p><input type="checkbox"/> Project manager appointed</p>	Pending	<p>Working for Water Kwa-Zulu Natal is a new government initiative that centralizes biodiversity management in the Kwa-Zulu Natal province. As a new initiative, it is taking some time to establish the appropriate infrastructure to administer the programme. A number of posts have been advertised including the post of partnership supervisor. The aim of this post would be to coordinate all functions that derive secondary economic benefit from the Invasive Alien Trees that have been cut down as part of the efforts to manage Invasive Alien Plants. The products under the supervision of the successful candidate would include, but not be limited to, the coffins project.</p>
<p><input type="checkbox"/> Project Business Plan finalized</p>	Complete	<p>The advertisement has been placed in local newspapers and CVs have been received. It is hoped that an appointment would be made within the next six weeks.</p> <p>The business plan has been finalized and circulated to all stakeholders. A copy has been attached</p>
<p><input type="checkbox"/> Performance Indicators for all aspects</p>	Pending	<p>Activity sampling is being arranged to investigate optimal productivity for the</p>

<p>of project developed</p> <p><input type="checkbox"/> Development of a reporting framework that meets the needs of all stakeholders</p>	<p>Pending</p>	<p>various components of the project. Working for Water have developed the standards for clearing, including chainsaws as will be used for this project. The outcome of the activity sample will be specific and measurable indicators that can be used to monitor the productivity of the teams and the progress of the project.</p>
<p><u>Partnership</u></p> <p><input type="checkbox"/> Memorandums of Agreement signed with local faith-based groups and other relevant stakeholders</p> <p><input type="checkbox"/> First Steering Committee meeting held</p> <p><input type="checkbox"/> Terms of Reference for Steering Committee finalized</p> <p><input type="checkbox"/> Other potential stakeholders identified</p>	<p>Pending</p> <p>Complete</p> <p>Pending</p> <p>Pending</p>	<p>No formal agreements have been reached with faith-based groups, however several meetings have been held to discuss the potential role of faith-based groups in the roll-out of the project. Meetings are arranged with faith-based groups in the Bergville area (9 and 10 February 2006), where the assembly component of the pilot project will be done. It is envisaged that the faith-based groups would take responsibility for marketing and selling the coffins. The purpose of these meetings would be to establish the financial and administrative infrastructure within the faith-based groups, and their capacity to administer the funds.</p> <p>Meeting was held on 10/11/2005. Minutes will be forwarded once they have been accepted as being correct.</p> <p>Other members to be invited to serve on the steering committee.</p>
<p><u>Clearing</u></p> <p><input type="checkbox"/> Inventory of available biomass compiled</p> <p><input type="checkbox"/> Areas with utilisable pine identified and incorporated into Working for Water, KZN Regional APO (Annual Plan of Operations)</p> <p><input type="checkbox"/> WfW chainsaw clearing teams evaluated, mobilised and re-trained if necessary</p>	<p>Complete</p> <p>Pending</p> <p>Pending</p>	<p>A Digital map has been compiled by the WfW KZN office.</p> <p>The 2006/07 APO process is being delayed. This is a national concern with all regions' APOs currently being delayed. The new financial starts on 1 April 2006, by which time all APOs are to be completed and approved. The KZN process has started, but APOs will only be approved once all regions' have completed their plans.</p> <p>The chainsaw teams have been evaluated, and</p>

		the services of a training center are being sourced to do refresher training.
Harvesting		
<input type="checkbox"/> Sawmill supervisor appointed	Pending	The KZN Invasive Species Unit have advertised a number of full time posts, including that of sawmill operator, and recruitment is in process. A part-time (three month) appointment has been made in the interim.
<input type="checkbox"/> 2 sawmill operators appointed and trained	Pending	
<input type="checkbox"/> Mobile sawmill procured	Complete	All equipment required for the technical center have been purchased.
Production		
<input type="checkbox"/> Production Site Selected	Complete	Accommodation has been provided by the KZN Department of Agriculture and Environmental Affairs.
<input type="checkbox"/> Production Supervisor Appointed	Pending	A three month appointment has been made while the process towards a full time appointment is being finalized.
<input type="checkbox"/> Production Centre established	Complete	An assessment has been conducted of the equipment at the Bergville centre and found to be in good condition. Hand tools have been purchased and provided to the team. The agreement regarding the ownership of the hand tools needs to be concluded. The group has started the process towards registration of their business. Once concluded, a formal agreement will be concluded with the legal entity and the project team. In addition to this, negotiations are underway with the Department of Correctional Services for the training of awaiting release prisoners, and the production of coffins for government use, including paupers burials.
<input type="checkbox"/> Wood processing equipment procured	Complete	The technical center at Cedara Agricultural college has been equipped with all wood processing equipment required to process the timber.,
<input type="checkbox"/> Wood processing training programme for 6 Project Participants developed	Complete	Training programme with Unit standards received from Furntech Training Center.
<input type="checkbox"/> Selection process for 6 trainees initiated	Complete	The project team met a group of young people in the Kwa-Zulu Natal Midlands (Bergville), that had initial training in carpentry and were interested in starting a business.
<input type="checkbox"/> 6 Trainees selected and trained	Complete	10 trainees are currently in training at the Bergville Center

<input type="checkbox"/> 3 Prototype coffins produced – to test with the “market”	Pending	Two prototype coffins have been completed; one using chip board and another using solid wood laminates. A third coffin is currently being work on. It is envisaged that we would also test the public opinion on solid wood coffins with various finishing, including clear varnish, wood staining and solid-colour spray-painted.
<u>Rehabilitation work</u> <input type="checkbox"/> Site for rehabilitation nursery identified <input type="checkbox"/> Nursery supervisor appointed <input type="checkbox"/> Training programme for 3 trainees developed <input type="checkbox"/> Selection process for 3 trainees initiated	Pending	Discussions are still underway with the Department of Correctional Service for land in correctional service facilities in order do training and propagation. This is envisaged to be conducted concurrent to training of awaiting release prisoners on coffin production. Unfortunately the wood production facilities at the proposed correctional service facilities are not currently at the desired standard. Once the necessary upgrades have been done the memorandum of agreement will be negotiated.
<u>Advocacy</u> <input type="checkbox"/> Project-specific advocacy framework developed and finalized <input type="checkbox"/> 2 Focus Group discussions held, to test acceptability of the project and prototype coffins with communities near the pilot site	Pending Pending	The project has received extensive coverage in South Africa, due to the on-going debate on high funeral costs. Although the advocacy plan has not been completed, the project has received a lot of interest from various sectors. The next round of media events will be focused on the roll-out of the products, expected to be in April. Testing with the market is dependant on the production of the prototype coffins. The project has enjoyed good media coverage and to date indications are that the public have responded favourably to the idea, based on calls received by our internal call center, following placements in newspapers, as well as radio interviews. Focus group discussions, to test whether people would choose to bury loved ones in the coffins, could only realistically be done once the third prototype is available in order to show respondents.

ii) If you did not achieve some of your stated milestone objectives, please explain the reasons.

A new programme has been started, and the administrative and financial processes involved have had to be confirmed before procurement of equipment and appointment of staff could take place. Concentrating on this has meant a delay in all other areas. This has now been settled.

iii) Has your project’s overall accomplishments to date exceeded the original plan?

No

If Yes, describe your achievements:

III. Overall Project Progress

i) What have been the main challenges of your project to date? What, if any, adjustments have you made to your original business plan in order to overcome the challenges and meet your objectives?

Challenges:	Adjustments:
Institutional and procurement requirements	The staffing arrangements have been redefined, in order as the requirements for the project have become clearer. The posts required are now as follows: Appointed by WfW KZN: Partnership supervisor (will serve as Project Manager), Value Added Industry Coordinator (who reports to the project manager), Social Coordinator <i>See Attached Organogram</i>

ii) Have any of your objectives changed or have you added new objectives since you signed your Project Agreement? If Yes, explain the changes.

No

iii) Do you have any concerns about meeting your next milestone objectives?

No

If Yes, what are the concerns and how do you plan on addressing those challenges?

iii) Although this is an interim report, are there any development outcomes or results of your activities to date that you would like to call attention to?

Production of two prototype coffins, and the public interest in the project on the whole.

iv) Reminder: In accordance with Paragraph 3.1.1 of the Project Agreement, each project team is required to submit a statement of account showing the use of the funds within three months after the last disbursement. As a part of periodical expenditure review exercise, please provide an annex with un-audited summary of expenses during this reporting period.

IV. Ancillary Achievements

i) Have you or has your organization received any awards/recognitions or media attention as a result of your DM-funded project during this period?

Yes

If Yes, please specify the sources and identify the names.

Award /Recognition	Media e.g. <input checked="" type="checkbox"/> International: BBC News on Dec. 3-4, 2003
	<input type="checkbox"/> Local: <input type="checkbox"/> National:

Explain the Award/Recognition or the Media content:

During the month of October Working for Water celebrated International Weedbuster week, during which time the threats of Invasive Alien Plants and the management and control thereof are highlighted. This was an apt opportunity to highlight the project. Coverage was received in a number of local and national newspapers, as well as interviews on a number of radio stations.

In November our partner, the Alliance of Religions and Conservation, visited South Africa for a week. Besides the steering committee meeting that was held, the Secretary General did a number of radio interviews, and several newspapers ran stories on the visit.

Attach web links/news clips, if available:

http://www.sabcnews.com/south_africa/general/0,2172,115778,00.html
http://www.mg.co.za/articlePage.aspx?articleid=255895&area=breaking_news/breaking_news_national/
<http://www.summittv.co.za/news/news4.html>
<http://www.gardeningeden.co.za/news-article-november-2005-001.html>
<http://allafrica.com/stories/200510170267.html>
<http://web.worldbank.org/WBSITE/EXTERNAL/COUNTRIES/AFRICAEXT/SOUTHAFRICAEXTN/0,,contentMDK:20517407~menuPK:368082~pagePK:141137~piPK:141127~theSitePK:368057,00.html>
http://www.news24.com/News24/Backpage/Offbeat/0,5583,2-1343-1347_1830335,00.html

ii) Has your organization made any new partnerships as a result of this project during this reporting period?

No

If Yes, specify type of the organization from the list below and describe nature of the partnership:

<input type="checkbox"/> Local Government:	
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iii) Sustainability and scalability after completion of the DM fund are top of the DM Team's priorities. Has your organization leveraged new funding or secured future funding during this reporting period?

Yes

If Yes, provide the following information.

Funding Sources: Kwa-Zulu Natal Provincial government

Amounts Funded/Committed: US\$ 150.000

V. Requests to the DM

i) Do you have any comments on the overall process and support provided by the DM Team or Project Liaison?

Annex I. Project Expenses for this Reporting Period

Items	Sub-Totals (USD)
1 Personnel	0
2 Materials and Equipment	\$37 500
3 Training	0
4 Travel	0
5 Evaluation/Information Dissemination	0
6 General Administration/Overhead	0
7 Other	0
Total Expenses	\$37 500

Materials and Equipment:

- Hand tools
- Table saw
- Joiners
- Glue Applicators
- Blades
- Clamps
- Drill router bits
- Drying facilities

KZN DAEA have matched this funding as in order to purchase all equipment.