**Faculty of Business and Management Sciences**

**Ethics Informed Consent Form**

**CONSENT TO PARTICIPATE IN A RESEARCH STUDY**

**Category of Participants (mark with X as appropriate):**

| *Staff/Workers* | X | *Teachers* |  | *Parents* |  | *Lecturers* |  | *Students* |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Other (specify)* |  | *Tourism Development practitioner* |

You are kindly invited to participate in a research study being conducted by **Monwabisi Silwana** from the Cape Peninsula University of Technology. The findings of this study will contribute towards:

| *An undergraduate project* |  | *A conference paper* |  |
| --- | --- | --- | --- |
| *An Honours project* |  | *A published journal article* |  |
| *A Masters/doctoral thesis* | X | *A published report* |  |

**Selection criteria**

You were selected as a possible participant in this study because of:

1. Your understanding and experience in tourism planning and policy development
2. Relationship with other tourism stakeholders in the district municipality
3. Your role in policy development.

The information below gives details about the study to help you decide whether you would want to participate.

**Title of the research:**

Stakeholders' involvement in the development and implementation of tourism-related policies in a selected district municipality in the Eastern Cape.

**A brief explanation of what the research involves:**

Municipalities are in the lowest level of government and it is where the actual implementation of tourism policies should be taking place.  The aim of this study is to determine government input and challenges that are associated with the tourism related policies in O.R Tambo District Municipality. In order to achieve the aim of this study, you are asked to participate and answer interview questions in relation to tourism related policies.

**Procedures**

If you volunteer to participate in this study the following will be done:

1. Describe the main research procedures to you in advance, so that you are informed about what to expect;
2. Treat all interviewees with respect by arriving on time for all the interview schedules and well prepared;
3. Conduct an introduction with the interviewee in order to break ice;
4. All the interviewees will be asked for permission to record the interviews and also take some note where applicable;
5. In a case where there is no clarity, the interviewees will be allowed to ask for confirmation or clarity of words/sentences/phrases to ensure accuracy of the data collected;
6. Participants will be told that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs;
7. Participants will be given the option of omitting questions they do not want to answer or feel uncomfortable with;
8. Participants will be told that questions do not pose any realistic risk of distress or discomfort, either physically or psychologically, to them;
9. At the end of each interview all the interviewees will be thanked for their time and information provided for this study;
10. Participants will be debriefed at the end of their participation (i.e. give them a brief explanation of the study).

You are invited to contact the researchers should you have any questions about the research before or during the study. You will be free to withdraw your participation at any time without having to give a reason.

Kindly complete the table below before participating in the research.

| Tick the appropriate column |
| --- |
| Statement  | Yes | No |
| 1. I understand the purpose of the research.
 | X |  |
| 1. I understand what the research requires of me.
 | X |  |
| 1. I volunteer to take part in the research.
 | X |  |
| 1. I know that I can withdraw at any time.
 | X |  |
| 1. I understand that there will not be any form of discrimination against me as a result of my participation or non-participation.
 | X |  |
| 1. Comment:
 |  |  |

Please sign the consent form. You will be given a copy of this form on request.

|  |  |
| --- | --- |
| Signature of participant:  | Date: 24 April 2021  |

**Researchers**

|  | Name: | Surname: | Contact details: |
| --- | --- | --- | --- |
| 1. | Monwabisi  | Silwana | +27 60 379 0038 |

| Contact person: Mr. Monwabisi Silwana  |
| --- |
| Contact number: +27 60 379 0038 | Email: monwabisisilwana1@gmail.com |

**INTERVIEW GUIDE**

**Topic: Stakeholders' involvement in the development and implementation of tourism-related policies in a selected district municipality in the Eastern Cape.**

Dear Participant,

My name is Monwabisi Silwana and I am a student registered for my Masters Degree in Tourism and Hospitality Management at the Cape Peninsula University of Technology (CPUT). The aim of this study is to determine stakeholders’ involvement in the development and implementation of tourism related policies in O.R. Tambo District Municipality (ORTDM). This study is purely for academic purposes, and participants will be treated with respect and your concerns will be taken into account. This interview is entirely voluntary, your identity will be kept confidential and you are entitled to withdraw at any stage of the interview process. The researcher intends to present the study outcomes to the district municipality and the provincial government, also the permission to do so was requested from Cape Peninsula University of Technology (CPUT) as the final study will remain a university property.

**Study Objectives:**

* To determine the role of the district municipality in the development and implementation of tourism policies at the ORTDM.
* To ascertain the perceptions of different stakeholders regarding policy implementation in the development of tourism at the ORTDM.
* To identify challenges that the district municipality is facing with regards to the development and implementation of tourism policies in the ORTDM.

**Interview questions:**

1. Which local municipality (LM) do you work for?

**Nyandeni LM**

1. What is your highest level of education?

**Degree**

1. What is your position at the district or LM?

**Tourism Officer**

1. How long have you been involved in tourism policy development?

**More than 5 Years**

1. What has your contribution been in tourism policy development?

**To address issues such as the development concept, institutional framework, human resource related matter, product development, marketing and the overall tourism development concept that will drive the development and marketing of the area (Nyandeni local municipality).**

1. Do you have a budget for tourism in your local municipality?

**Yes, there is budget allocated for tourism in the LM**

1. What is the budget allocated for:

**Marketing,**

**Tourism development**

**SMME support**

1. Which tourism structures are available in your municipality?

**Only local tourism organisation**

1. Which one of the above tourism structures do you participate in?

**District Tourism Organisation and Local tourism organisation**

1. Which tourism policies do you implement in your LM?

**Nyandeni Responsible Tourism Sector Plan**

**Local Economic Development Funding Policy**

1. Are you involved in tourism development and planning?

**Yes**

1. Please explain your involvement in tourism development and planning?

**Tourism will be developed to benefit the people of Nyandeni to improve the material and nor material well-being and to provide them with investment opportunities, incentives, training opportunities that will allow them to take leadership roles in the tourism industry.**

1. As the tourism person are you involved in the IDP process of the municipality?

**Yes**

1. Please explain your involvement in the IDP process?

**We are involved through an outreach program where we go to communities to explain Nyandeni Local Municipality 5 Year Development Plan. We are doing tourism awareness programs as well.**

1. Do you have a tourism strategy in the municipality?

**Yes**

1. What is the Role of the district municipality in the development and implementation tourism policies?

**To provide framework to assist tourism planning at the local municipality level;**

**To encourage linkages between local municipalities;**

**To promote integration of tourism policy implementation between spheres of government**

1. What are the top **FIVE** issues that you have with your district or LM municipality regarding the development and implementation of tourism policies?

**None**

1. How would you describe your organisations relationship with the district municipality?

**Good**

1. Do you think that the municipality is effective in terms of tourism policy development?

**Yes**

1. Please explain your answer

**No Comment**

9. Do you have any suggestions on how to improve on the effectiveness of tourism policy development?

**None**

10. What contributions are you currently making to tourism policy development and through what channels?

**Contributions are made though consultation processes for developing policies**

1. Are there any further contributions that you may be able to provide in the future?

**Definitely, when policies are reviewed our involvement as a local municipality is important**

12. Do you think that the municipality is effective in tourism policy implementation?

Yes

1. Please explain your answer

**As LM we host outreach programs where we go to communities to explain tourism plans and host tourism awareness programs as well.**

14. Are you involved in the implementation of any tourism policies?

**Yes**

15. If answer on the above is yes, can you please explain which ones and how?

**Please refer to my answer about IDP and the role of the district municipality**

16. Are you aware of any by laws that regulate tourism in your local municipality?

**Yes, it is the environment by law that enforces and regulates environmental management**

1. Which organizations serve in your tourism forums?

**Local Tourism Organisations**

**District Tourism Organisations**

18. What is the role of the above mentioned organisation?

**Local Tourism Organisations are common instruments in developing and promoting tourism in local municipality areas.**

1. What processes do you follow in processing tourism resolutions?

**Standing committee meeting of local economic development then to council meetings and then process tourism resolutions after council meetings.**

18. Do you have any challenges with regards to following?

**a) Water Supply X**

**b) Electricity X**

**c) Waste removal X**

**d) Basic service X**

**e) Challenges and provisions on maintenance of infrastructure X**

20. Do you have any suggestions on how to improve the effectiveness of tourism policy implementation?

**The district municipality is the main provider of water services in urban areas of Libode and Ngqeleni. Therefore, I would advise that each ward has its own water supply as we find that in our areas it is very hard to supply water even in accommodation areas like village based accommodation don’t water, they depend on the district and they do not understand that water is not supplied by the local municipality. The same goes to roads. I would suggest that all departments from provincial to district attend the IDP, draft the plan, have one plan have a forum to discuss it further.**