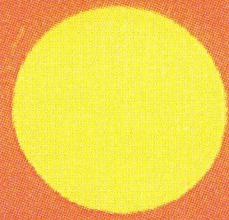


✓ R16802



POLICY ON:

The conduct of research by departmental ecologists

The conduct of research by external researchers

The conduct of consultancies by departmental ecologists

MINISTRY OF ENVIRONMENT AND TOURISM
DEPARTMENT OF NATIONAL PARK
AND WILD LIFE MANAGEMENT

P O BOX CY 140, CAUSEWAY, HARARE, ZIMBABWE

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**MINISTRY OF ENVIROMENT AND TOURISM
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1. THE CONDUCT OF RESEARCH BY DEPARTMENTAL ECOLOGISTS

The importance of research within the Department cannot be emphasised enough. Research is essential to establish baseline quantitative data on the biology of species (biomass, distribution, population dynamics); the structure and function of ecosystems and the ecological relationships between species and their habitats. What are the carrying capacities of ecosystems? What happens when these carrying capacities are exceeded? Answers to these questions are important. Management and the need to promote sustainable use of wildlife need to be based on a good understanding of the off-take levels of species and on an effective monitoring system. Emphasis is on applied research. To a large extent the research agenda is dictated by public demand. The research agenda has to be responsive to the needs of the public. Although this is beneficial, it is important not to lose sight of the need for strategic or fundamental research.

This policy on the conduct of research by Departmental Ecologists has been developed to promote and coordinate research within the Department.

1.1 Each research project, as far as is practical, will be the subject of a Project Memorandum and work plan. The Project Memorandum should consist of not less than 4 typed pages, besides the Work Plan.

1.2 The project memorandum should include:

1.2a A brief background (introduction);

1.2b The objectives, including any hypotheses to be tested and assumptions;

1.2c An assessment of the relative value of the work proposed in relation to overall Department priorities and objectives (justification);

1.2d The relationship of the project to any other research progress in Zimbabwe or elsewhere;

1.2e The methods used;

1.2f The man power requirements to complete the work;

1.2g The likely duration of the project;

1.2h The total cost of the project and proposed source of funding.

1.3 The work Plan, consisting of not less than two typed pages, should have:

1.3a A title and a date;

1.3b A schedule of tasks and outputs expected to submit semi-annual reports on research projects and annual reports on routine monitoring projects.

1.4 Department Ecologists will be expected to submit semi-annual reports on research projects and annual reports on routine monitoring projects.

1.5 No research will be considered complete until the results have been fully reported to the relevant Chief Ecologist in a form acceptable to him. This may include the

preparation of a scientific paper for publication in a journal, a Departmental report, or any other form of appropriate document.

- 1.6 Where a project has to be abandoned or suspended, all useful information accumulated should be suitably analysed or summarised for inclusion in the permanent records of the station or Department archives.
 - 1.7 All data collected by staff are the property of Government. The Chief Ecologist, through the Head of Station should see to it that, at least once a year, data are summarised and placed in station or Head Office archives to ensure that it is not lost through accidents or staff changes.
 - 1.8 Aside from any publications in the scientific literature, researchers should prepare manuals, guidelines or interpretive work from their research as appropriate for general or specific wildlife extension in Zimbabwe.
 - 1.9 Staff may apply for authority to use material from their approved work program towards obtaining additional qualifications. This approval will normally only be granted when it is in the interests of the Department and when the timing of such studies can be accommodated within the work schedules of the Department.
 - 1.10 Apart from his approved working program, any officer in a field situation should, as a matter of routine, record useful information as and when the opportunity is presented. Field Observation Report Forms, Nest Record Cards, Waterfowl Count Cards, and Mortality Records should be kept up to date and should be periodically summarised or written up.
 - 1.11 Officers who wish to collect any specimens in connection with their research programs should clearly state this in their research proposals and should make a commitment to incorporate such data in the inventories of species for each protected area, as required in Park Plans. All the specimens collected should become part of the National Museums or Departmental Collections.
 - 1.12 All published papers are to acknowledge the Director
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2. CONDUCT OF RESEARCH BY EXTERNAL RESEARCHERS

Appropriate research by persons outside the Department will be encouraged in the Parks & Wildlife Estate and elsewhere in Zimbabwe, given the shortage of researchers and resources within the Department.

- 2.1 Priority will be given to external researchers who elect to carry out work identified in the Department's research programs, either jointly with Departmental staff or alone where this work is not already being undertaken or about to be undertaken by Departmental staff in the near future.
- 2.2 External researchers will be expected to be fully self supported.
- 2.3 External researchers should pay a fee for the use of the following facilities:
 - 2.3a office and laboratory facilities when these are available;
 - 2.3b accommodation, where the accommodation is not in high demand by tourists or staff;
 - 2.3c equipment;

- 2.3d the assistance of game scouts and technicians when these can be spared from government duties;
- 2.3e processing of applications and permits to conduct research.
- 2.4 The procedure to be followed by researchers from outside the borders of Zimbabwe will be as follows:
- 2.4a If the department is to be the institution of affiliation.
- i) The prospective researcher will communicate with the appropriate Chief Ecologist indicating the general nature of the work he wishes to undertake;
 - ii) If the Chief Ecologist considers the research to be worthwhile, he will submit the preliminary documents for the approval of the Director, via the Deputy Director (Research);
 - iii) Subject to the Directors approval, the external researcher will be sent the necessary forms to apply to the Research Council of Zimbabwe (Application to Conduct Research), and to the Immigration Department for a Temporary Employment Permit, and a Residence Permit.
 - iv) If there is more than one researcher involved in the project, or if there are to be external research assistants participating, each person is required to complete an application form for the Research Council (the same project proposal may cover all applications) and pay the non-refundable fees of US\$200 (in 1996) to the Zimbabwe Research Council and (US\$500 in 1996) to the Department of National Parks and Wildlife Management to have the application considered;
 - v) These forms will be completed and returned to the Chief Ecologist with a full project proposal and the fee required by the Research Council;
 - vi) The Chief Ecologist will scrutinise the proposal and will sign as the person immediately responsible for the work of the external researcher;
 - vii) The Director will sign the application as the Head of Institution and an individual file will be opened for the researcher (the same file covers co-researchers and assistants);
 - viii) The completed forms are sent to the Secretary, Research Council of Zimbabwe together with the necessary payments;
 - ix) Upon receipt of the permit to conduct Research from the Research Council (which normally takes a minimum of three weeks);
 - a copy of the permit is posted to the researcher and the original is placed on the researcher's file;
 - The application of a Temporary Employment Permit and the Application for a Residence Permit, together with the necessary cash deposit are taken by hand to the Department of Immigration, together with the Research Permit;
 - x) Upon receipt of the Temporary Employment Permit (which normally takes a minimum of two weeks) the researcher may begin his research. For researchers intending to stay longer than twelve months, the residence permit is required before the end of their first twelve month stay in Zimbabwe;

- xi) If the research is to be undertaken in the Parks and Wildlife Estate, a Department permit is also issued to the researcher to facilitate his access to the specific area of research, specifying any conditions attached to the project in question. This permit is forwarded to the Provincial Warden, Warden and Ecologist of the area concerned. Research which is to be carried out on land which is not under the authority of the Department requires the permission for the Appropriate Authority for the land.
- 2.4b If another Government Department, the University or an approved non-governmental organisation is the institution of affiliation:
- Subject to the recommendations of the appropriate Chief Ecologist and the Deputy Director (Research) and the approval of the Director, the researcher is issued a permit as in 3.4a(xi).
- 2.5 Bona-fide researchers from within Zimbabwe will normally be required to satisfy only steps 3.4a i) ii) and xi).
- 2.6 Generally, the collection or capture and marketing of larger mammals, the collection of other vertebrates, or the picking of large samples of vegetation will not be permitted in National Parks or Botanical Reserves unless the Director is satisfied that such research is of direct value to the Department and will not detract substantially from the biological or aesthetic quality of the area.
- 2.7 Where practical and desirable all specimens, or a representative sample, will be fully annotated and prepared for permanent preservation and will remain the property of the government. It will be clearly stated on the permit as to the ownership of any sample collected. The Department will pay particular attention to cases where it is suspected that there is a commercial motivation for the export of the biological material.
- 2.8 All external researchers will submit progress reports to the head of Station who will in turn submit it to the Chief Ecologist according to a schedule agreed at the outset of the project.
- 2.9 It shall be a condition of research undertaken by external researchers that a comprehensive report will be submitted at the conclusion of the study. At least two copies of the report will be lodged in the Department library.
- 2.10 The Chief Ecologist will require any researcher to leave copies of all raw data collected in the field with Department before leaving Zimbabwe. The researcher will be given an understanding that such data will not be used and will remain confidential for one year after his departure if he so wishes.
- 2.11 Visiting researchers will be expected to follow the norms of conduct expected of Departmental staff. Researchers will be required to keep the officer-in-Charge of the station where they are working informed of their general movements.
- 2.12 Visiting researchers will be required to indemnify Government against illness, injury or death or the loss of personal belongings and equipment. Researchers must also accept responsibility for damage or loss of any government equipment made available to them and must be prepared to make good any such loss or damage.
- 2.13 Foreign researchers shall not pass statements to the press or at a symposium on behalf of the Department.
- 2.14 Foreign researchers shall not solicit public funds to support their research activities.

3. THE CONDUCT OF CONSULTANCIES BY DEPARTMENTAL STAFF

- 3.1 Consultancies are one type of service the Department could provide to the public. An example:- requests by commercial farmers for the Department to carry out feasibility studies on wildlife utilisation for them.
- 3.2 Advantages of effecting an arrangement follow.
- 3.2a Consultancies constitute a test on the ability of staff to deliver in their area of expertise.
- 3.2b Consultancies broaden the view of staff in problem analysis.
- 3.2c If properly arranged both the staff and the Department will benefit financially.
- 3.2d Financial accruements to staff encourage staff to be dedicated on their jobs.
- 3.2e An open policy on this will encourage staff to come forward and be open on offers to them.
- 3.3 Possible arrangements between the Department and staff follow.
- 3.3a Terms and conditions of the consultancy are brought to the attention of the Director who then takes note of the total payment promised.
- 3.3b The staff member involved undertakes a written commitment to pay the Department an agreed percentage.
- 3.3c The Department charges 15% of the possible payment to the particular member of staff.
- 3.3d A member of staff may take a maximum of two months per year to carry out consultancies.
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