Volunteer to contribute biodiversity activity data to DELWP

Organisations and programs volunteering to contribute their biodiversity data to DELWP can use ActivityKit. The diagram below describes what is involved and things to consider.

ActivityKit may be suitable for your organisation/project if:

- The organisation/program wants their activity information to contribute to the statewide picture of biodiversity management; and
- The organisation/program and delivery partners are aware and agrees that the biodiversity management activity information they contribute via ActivityKit will be publicly accessible and viewable; and

When the organisation/program implements activity recording in ActivityKit, they:

- Inform delivery partners of their ActivityKit project identifiers.
- Provide the ActivityKit web address, registration instructions and ‘how to’ guides and videos to delivery partners
- Inform delivery partners of key dates for recording their activities in ActivityKit

When ActivityKit is right for the organisation/program, their representative:

Emails DELWP via biodiversity.info@delwp.vic.gov.au

- request that they or their delivery partners can record projects and activities (for biodiversity conservation) in ActivityKit;
- specify an identifier (name) the organisation/program will use to identify projects and activities delivered under their organisation/program

When DELWP is asked for access to ActivityKit to record biodiversity management activities, DELWP:

- Records the organisation/program identifier in ActivityKit so that all ‘projects’ and activities delivered under the organisation/program are linked.
- Helps the organisation/program to determine a ‘project ID’ format for organisation/program partners to use in ActivityKit
- Provides instructions on ActivityKit registration for the organisation/program to distribute to their partners
- Provides general ‘how to’ guides and videos for the organisation/program to distribute to their partners who will use ActivityKit.
- Communicates key ‘cut-off’ dates for data to be included in periodic statewide reporting against Biodiversity 2037 and published.

When DELWP is asked for access to ActivityKit to record biodiversity management activities, DELWP:

- Records the organisation/program identifier in ActivityKit so that all ‘projects’ and activities delivered under the organisation/program are linked.
- Helps the organisation/program to determine a ‘project ID’ format for organisation/program partners to use in ActivityKit
- Provides instructions on ActivityKit registration for the organisation/program to distribute to their partners
- Provides general ‘how to’ guides and videos for the organisation/program to distribute to their partners who will use ActivityKit.

When the organisation/program delivery partners agree to contribute their information, they:

- Register for ActivityKit
- Follow instructions from their organisation/program on requirements
- Access ‘How to…” guides and training material
- Record their projects and activities using the project identifier supplied by their organisation/program.

Information recorded in ActivityKit contribute to the statewide picture of biodiversity management and is available to the public.