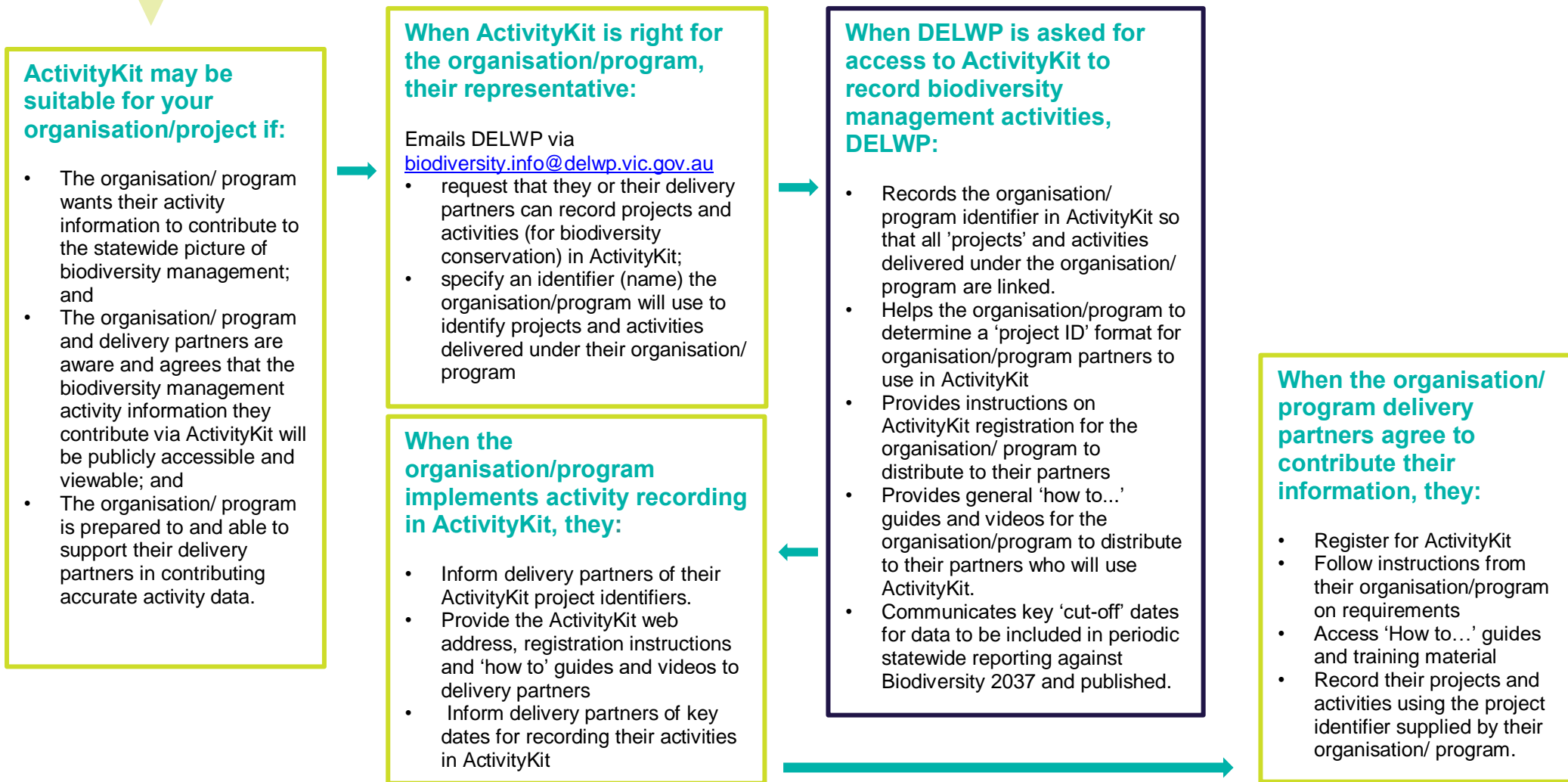# Volunteer to contribute biodiversity activity data to DELWP

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
- The organisation/ program is prepared to and able to support their delivery partners in contributing accurate activity data.

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 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 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 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

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