

Instructions for 'Actions for Pollinators'

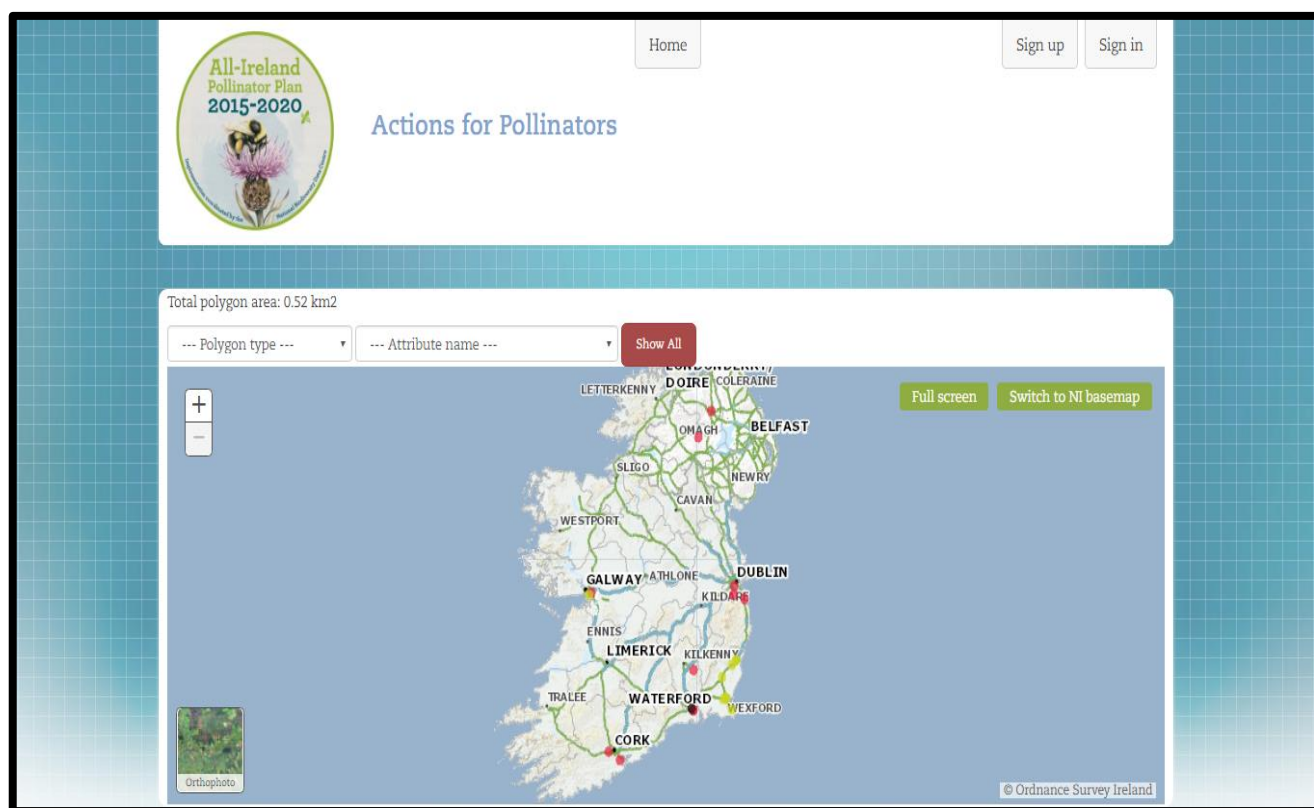
Publically available, online mapping system

Tracking the build-up of food & shelter for pollinators

**National
Biodiversity
Data Centre**
Documenting Ireland's Wildlife



Entering a pollinator friendly COUNCIL site/project



<https://pollinators.biodiversityireland.ie>

What is the All-Ireland Pollinator Plan?



The All-Ireland Pollinator Plan 2015-2020 is an island-wide attempt to help pollinators by creating a landscape where they can survive and thrive. By making small changes to the ways we manage our land we can ensure pollinators continue to provide us with their vital service. Everyone, from gardeners to local communities, businesses, Councils and farmers can help to achieve the goals of this shared plan of action.

What is 'Actions for Pollinators?'

'Actions for Pollinators' (pollinators.biodiversityireland.ie) is a publically available, online mapping system. It allows everyone that has taken pollinator friendly actions to log their location and the action(s) taken.

The actions that this website tracks align with our series of pollinator friendly guidelines. For example, our guideline document for Councils suggests 30 possible actions that Councils and Local Authorities across the island can take to help pollinators. You can download these Council guidelines from the Pollinator Plan website: www.biodiversityireland.ie/pollinator-plan



If you are a staff member of a Council or Local Authority and you know of pollinator friendly actions that you or your colleagues have taken, please add these sites to 'Actions for Pollinators.' Receive recognition with the public and help us track the build up of resources for pollinators in the landscape.

How is the information from this site used?

Each year in November we report on the Pollinator Plan's progress. As more and more people take pollinator friendly actions each year, 'Actions for Pollinators' will help in this annual reporting by tracking the build-up of food and shelter for pollinators throughout the landscape. Enter your Council's pollinator friendly sites and actions to make sure these efforts are included. Then in subsequent years all you have to do is update your site each autumn.

Who should use Actions for Pollinators?

We hope that everyone will use Actions for Pollinators so that the public can see the efforts being taken across all sectors. **This guide explains how to use the system and enter pollinator friendly Council sites in just 3 simple steps.**

'Actions for Pollinators': here's what it does

If you visit the 'Actions for Pollinators' homepage (pollinators.biodiversityireland.ie), you can view existing pollinator friendly sites throughout the island of Ireland.

Total polygon area: 0.66 km²

This shows the total area on the island under pollinator friendly management

--- Polygon type ---
--- Attribute name ---
Show All

Full screen Switch to NI basemap

Each coloured dot on the map represents a site where pollinator friendly actions have been taken

Different colours stand for different sectors
BLUE = Council sites

You can search for specific sectors (polygon types)



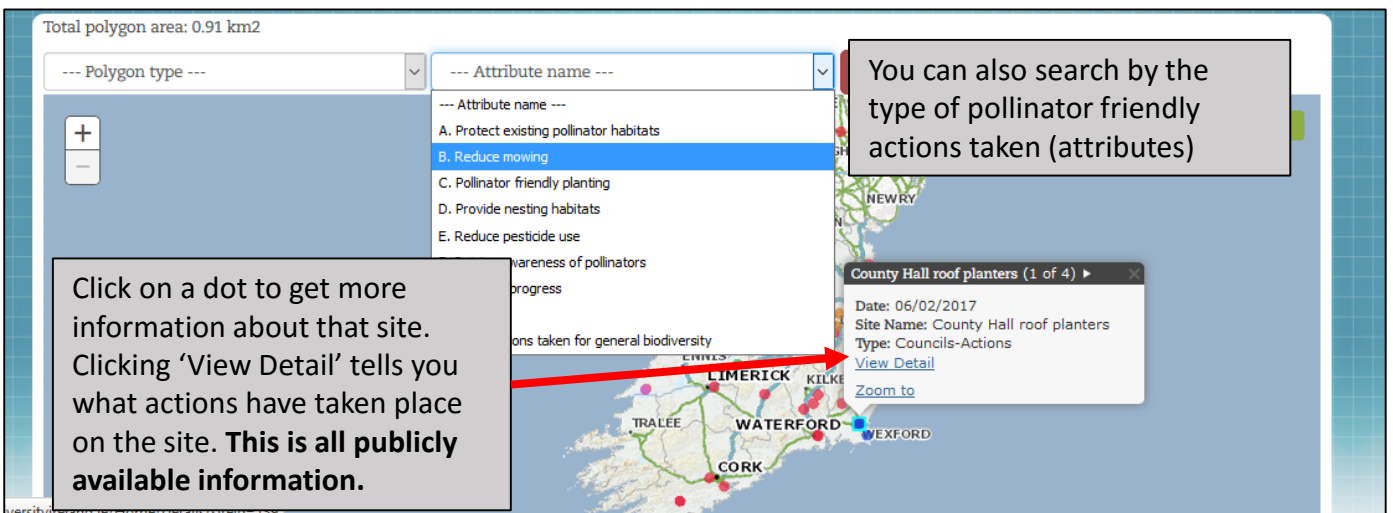
Total polygon area: 0.91 km²

--- Polygon type ---
--- Attribute name ---
Show All

Click on a dot to get more information about that site. Clicking 'View Detail' tells you what actions have taken place on the site. **This is all publicly available information.**

You can also search by the type of pollinator friendly actions taken (attributes)

County Hall roof planters (1 of 4) ▶
Date: 06/02/2017
Site Name: County Hall roof planters
Type: Councils-Actions
[View Detail](#)
[Zoom to](#)



Site Details

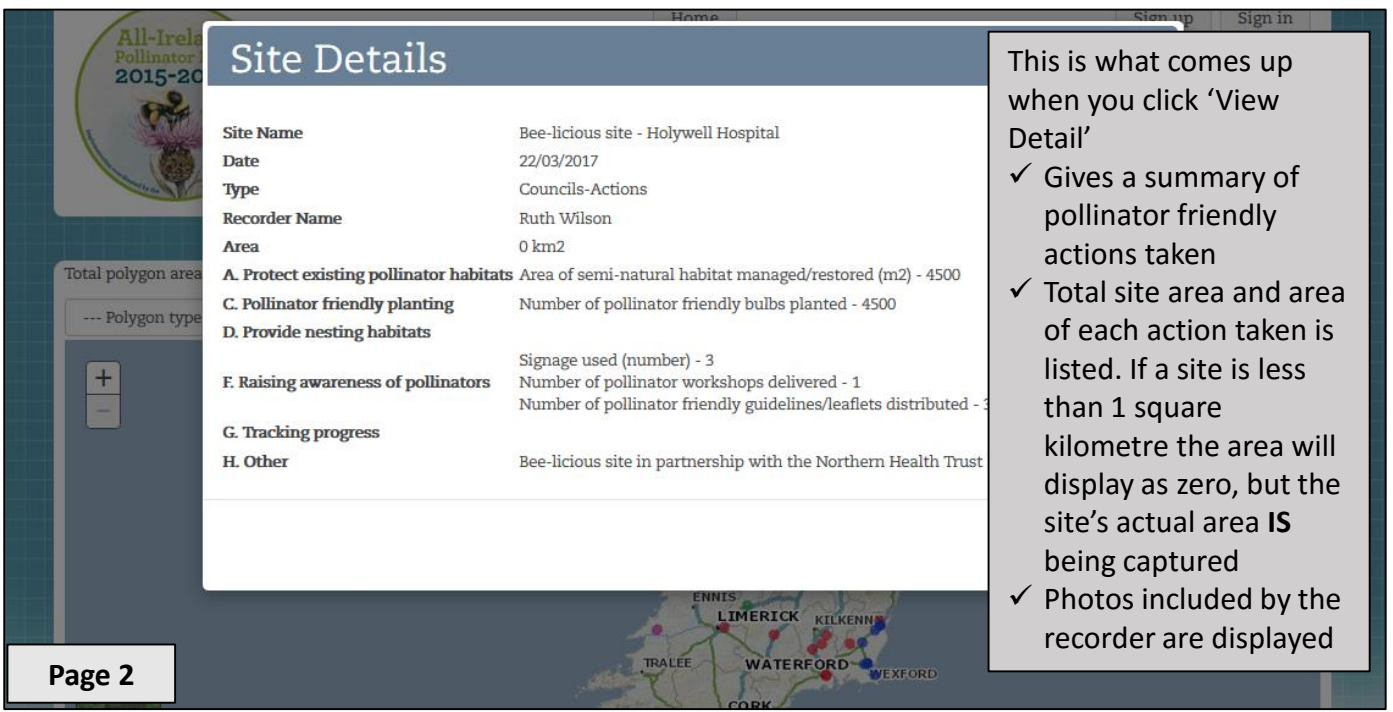
Site Name: Bee-licious site - Holywell Hospital
Date: 22/03/2017
Type: Councils-Actions
Recorder Name: Ruth Wilson
Area: 0 km²

A. Protect existing pollinator habitats: Area of semi-natural habitat managed/restored (m²) - 4500
C. Pollinator friendly planting: Number of pollinator friendly bulbs planted - 4500
D. Provide nesting habitats: Signage used (number) - 3
F. Raising awareness of pollinators: Number of pollinator workshops delivered - 1
Number of pollinator friendly guidelines/leaflets distributed - 3
G. Tracking progress: Bee-licious site in partnership with the Northern Health Trust

This is what comes up when you click 'View Detail'

- ✓ Gives a summary of pollinator friendly actions taken
- ✓ Total site area and area of each action taken is listed. If a site is less than 1 square kilometre the area will display as zero, but the site's actual area **IS** being captured
- ✓ Photos included by the recorder are displayed

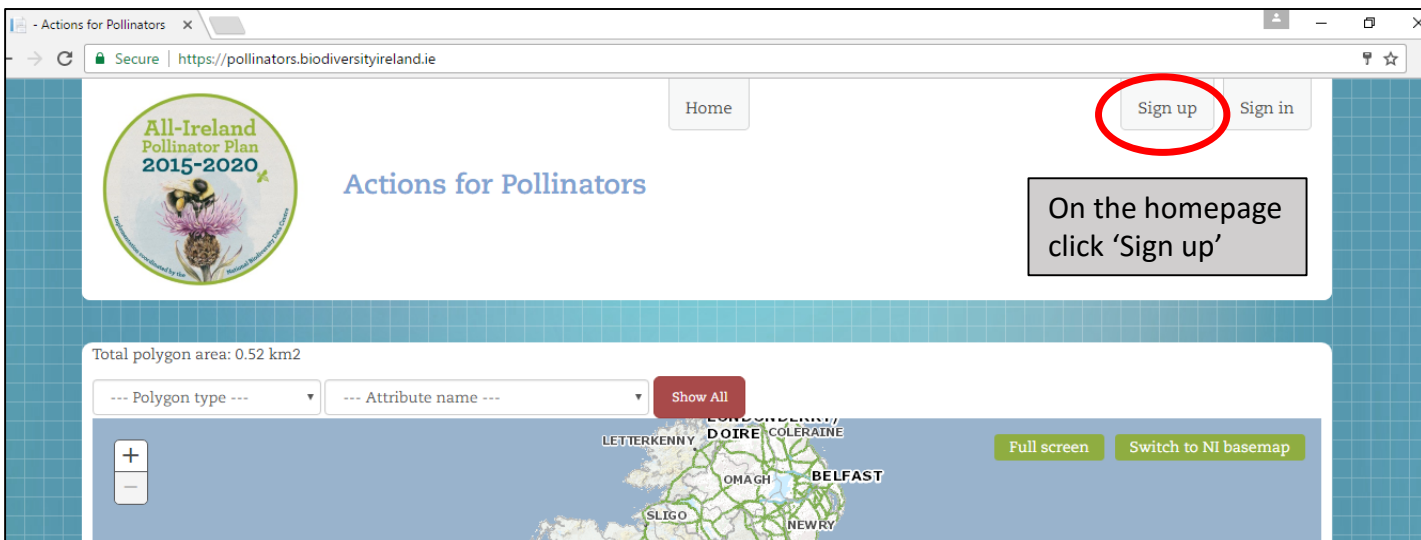
Page 2



Step 1-Creating an account

Once you've seen the actions others have taken for pollinators, the next step is to create an account. **We recommend ONLY ONE ACCOUNT is created for each Council or Local Authority.** This will allow you to better keep track of what pollinator friendly sites/projects are entered into the website.

Signing up for Actions for Pollinators is very simple:



You will be brought to this page. Fill out the form, and remember to write down the username and password you choose.

Create a New Account

Please complete all required fields to create your account.
Passwords are required to be a minimum of 8 characters in length.

Account Information

First Name

Last Name

Phone Number

User name

Password

Confirm password

E-mail address

Reason to sign up

Create New Account

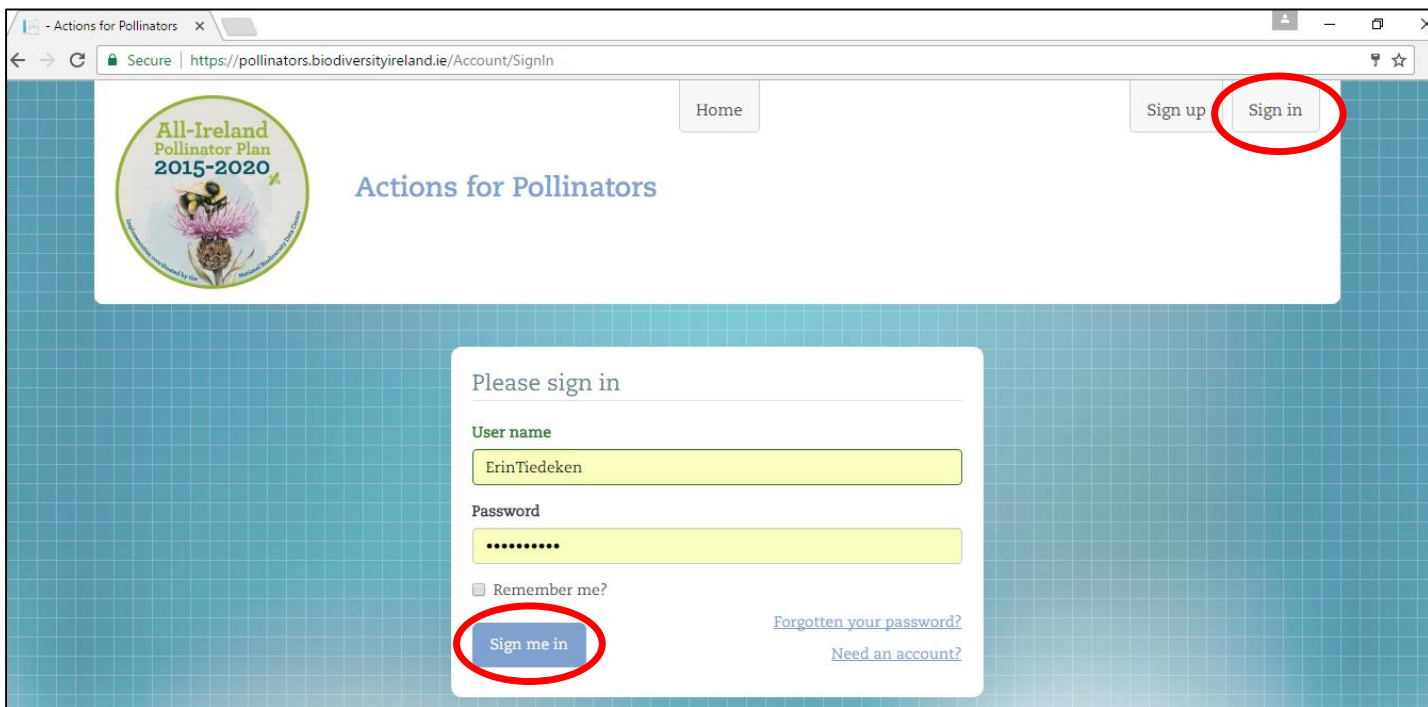
Be sure to tell us what Council you work in, your role, and why you want to sign up. For example: "I am the Heritage Officer in Kildare and I want to log the pollinator friendly actions taken by the County Council."

To finish, click 'Create New Account'

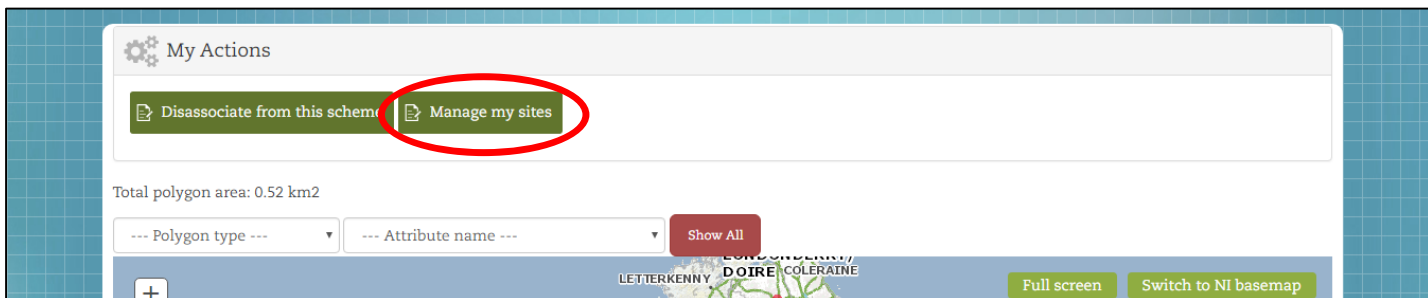
Once you've completed the form we have to approve your account. Then you get a confirmation email and can log in to the site. This might take a day or so, but we try to process these requests as quickly as possible.

Step 2-Adding a new site

After you receive your confirmation email, sign into Actions for Pollinators as a user.



The homepage looks the same, except now there are two green buttons. To add a site for your Council, click 'Manage my sites.'



Manage my sites

Add Site

Show 10 entries Search:

Date	Name	Type	Area	Actions
------	------	------	------	---------

Previous Next

First, make sure you're using the correct basemap. If your site is in the Republic of Ireland you don't have to do anything. If it's in Northern Ireland, click 'Switch to NI basemaps'

Second, find your site on the map.

- ✓ Use the zoom buttons or the scroll wheel on your mouse to zoom to your site
- ✓ Switching to orthomaps will help you find the exact location of your site more easily

Third, once you've located the site, click 'Add Site.'

Put the cursor on the map and click to begin drawing a polygon around your site. When you've finished click 'Confirm,' or double click. To start over click 'Cancel,' then try again.

A screenshot of the 'Manage my sites' page. It shows a map of Ireland with a red pin. A 'Switch to NI basemap' button is circled in red. A zoom control is also visible. An 'Orthophoto' button is at the bottom left.

Step 2-Adding a new site

IMPORTANT!
All information
is publically
available- DO
NOT PUT ANY
PERSONAL
INFORMATION
IN THESE
FIELDS

The 'Add site' screen pops up automatically. Enter a site name. **Because your Council will likely have more than one pollinator friendly site, we recommend including your group's name in all site names. For example, "Wexford Co Co-County Hall Wildflower Meadow."** To view an example of what a complete Council entry would look like, see the FAQ section below!

Under the 'Type' drop down menu, there are two possible choices for Council sites: '**Councils-Actions**,' OR '**Councils-Policy Changes**.'

There are two types of sites Councils can enter:

- Councils-Actions (displays on map as blue dots):** this site type is for any action taken in an outdoor space. For example, use this site type for: pollinator friendly planting; areas where mowing has been reduced for pollinators; pollinator friendly roadside verges, areas of hedgerow managed for pollinators, etc.

- Councils-Policy changes (displays on map as black dots):** this site type is for any action taken by a Council that can't be logged in one particular location. Use this site type for policy changes that the entire Council adopts (e.g. adopting the Pollinator Plan's pesticide code; delaying spraying until April 15th), or for actions that help raise awareness (e.g. funding pollinator awards). For these types of actions, draw a small polygon around the Council/County Hall or other relevant government building, and choose the '**Councils-Policy changes**' site type.

The 'Add site' screen now shows all the actions Councils can take. Tick the relevant boxes for the site, and fill out any corresponding text boxes. Add some images of your site.

Lastly, click 'Save' to finish adding your site

IMPORTANT! Images MUST be smaller than 5 MB.

If the form will not allow you to save, it's likely that the image is too big. Reduce the size, choose the reduced photo, and try saving again.

Add image

Save

Cancel

Now you've uploaded a site to Actions for Pollinators. Add as many sites as necessary to capture your Council's work. And remember, you can always edit the area or the actions of any site (see Step 3 below).

Step 3-Editing sites




Over time you may want to edit your sites. Perhaps in subsequent years your Council takes additional pollinator friendly actions at a site and you want to record these. Or maybe you'll need to occasionally delete a site. You can edit any of the sites you enter, just see the instructions below.

Manage my sites

+ Add Site

Show 10 entries

Search:

Date	Name	Type	Area	Actions
14/03/2017	Frenchpark Garden	Gardens	0 km2	  

Showing 1 to 1 of 1 entries

Previous 1 Next

You can delete the site completely by clicking the X.

You can easily edit the area of your site by clicking the second button under 'Actions.' Adjust the area of your polygon with your cursor, and click 'Confirm' to finish.



If you have an awkwardly-shaped site, it is easier to be precise when editing the area.

Finally, you can edit the actions for each site by clicking the pencil symbol.

Back to Home Page

Manage

+ Add

Show 10 entries

Date

14/03/2017

Showing 1 to 1 of 1 entries

Back to Home Page

AUTUMN-flowering pollinator friendly plants/trees/shrubs main species

D. Provide nesting habitats

Area of earth bank or bare soil created for mining bees (m2)

Plant stems left standing (type)

Number of holes drilled in wood

Number of bee hotels installed

Length of fencing replaced with flowering hedgerows (m)

E. Reduce pesticide use

Insecticide use eliminated

Herbicide use eliminated

F. Raising awareness of pollinators

Junior Pollinator Plan promoted (number of children reached)

Pollinator friendly plants shared

Printable pollinator friendly sheet given to property manager

G. Tracking progress

Garden pollinator records submitted to data centre

H. Other

Image 1



Update Image

^ v x

Add image

Save

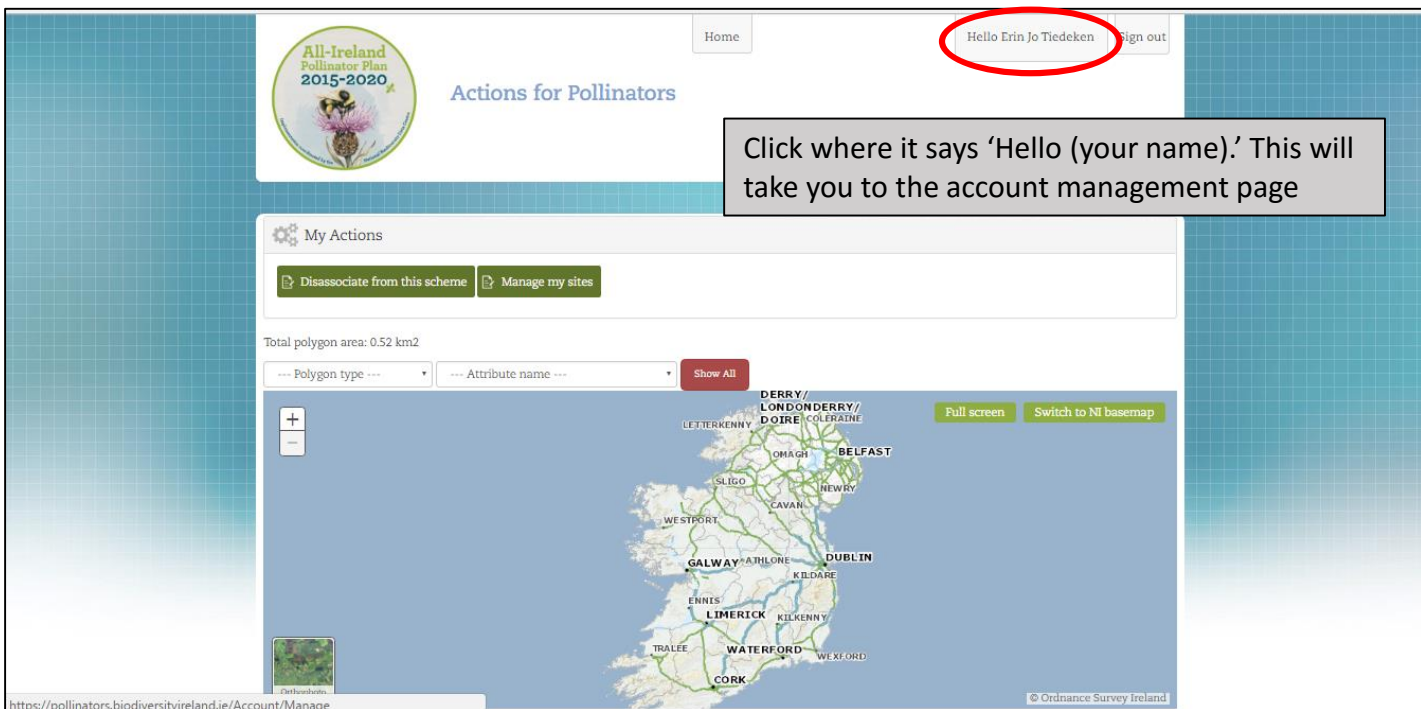
Cancel

Add or change whatever fields you want on the tick-box screen, fill in any relevant text boxes and/or change the photographs you have uploaded. When you're done just click 'Save.'

We hope Actions for Pollinators users will log into the site and update their pollinator friendly sites each autumn. We will send out annual email reminders at the end of the pollinator season. That way we can ensure all of the information displayed on the website is as up-to-date as possible.

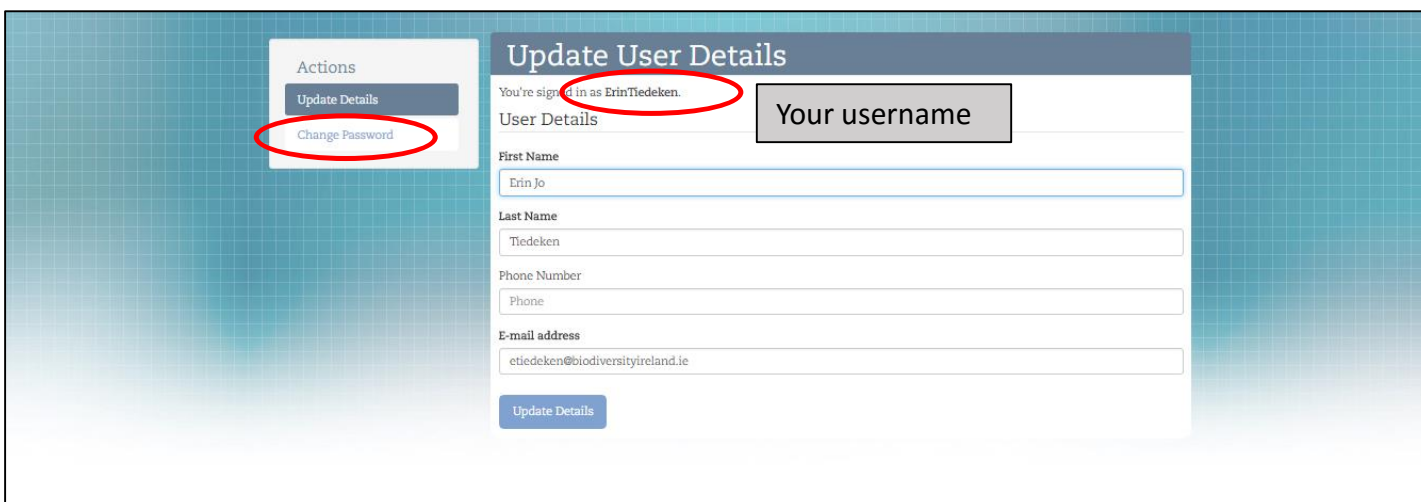
Managing your account

If you need to manage your account-change your password, the name associated with the account, your email address- it's very simple.



The screenshot shows the 'All-Ireland Pollinator Plan 2015-2020' logo and 'Actions for Pollinators' header. The user is logged in as 'Hello Erin Jo Tiedeken'. A callout box points to the 'Hello (your name)' text, stating: 'Click where it says 'Hello (your name)'. This will take you to the account management page'.

You can update your user details on the page below, or click 'Change Password.' Your username is also displayed on this screen.



The screenshot shows the 'Update User Details' page. The user is signed in as 'ErinTiedeken'. The page shows fields for First Name, Last Name, Phone Number, and E-mail address. A callout box points to the 'Change Password' link in the 'Actions' menu.

If you have any difficulty using the online system you can contact the Pollinator Plan project officer at pollinators@biodiversityireland.ie.

Frequently Asked Questions-1

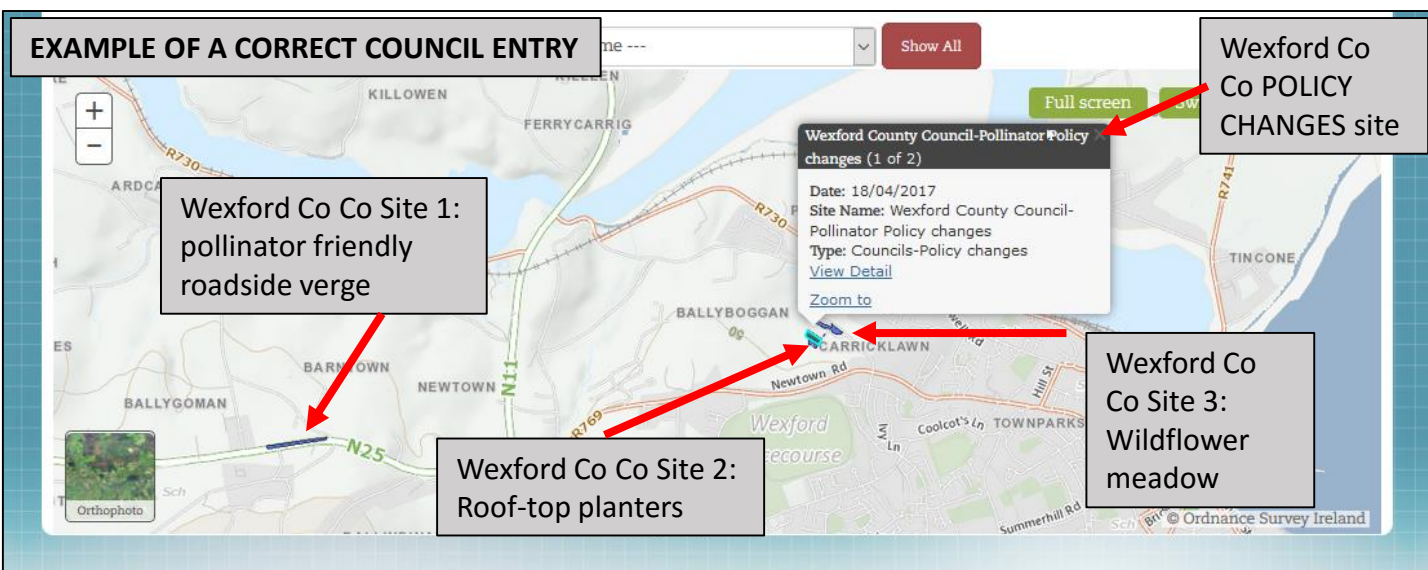
1. **Where can I find ideas for how to make Council land more pollinator friendly?
What about suggestions/lists of pollinator friendly plants?**

Answer: You can find 30 suggested pollinator friendly actions in our Council Guidelines, 'Councils: Actions for Pollinators.' There are options to suit every space, as well as ways to help raise awareness and track changes. Pollinator friendly planting suggestions are also included in our Pollinator Friendly Planting Code (page 26). The Council Guidelines can be downloaded from our website:

<http://www.biodiversityireland.ie/wordpress/wp-content/uploads/Pollinator-Council-Guide-FINAL.pdf>

2. **My Council has taken actions for pollinators on several different sites...should I enter each site individually, or draw one big polygon around the whole county?**

Answer: In order for this website to work best, **we're asking council groups to enter each site individually.** For example, Wexford County Council manages several roadside verges for pollinators, carried out pollinator friendly planting in the county hall's rooftop planters, and created a wildflower meadow. Those are their outdoor sites (see below). Any actions taken on a policy level can be captured separately using the "Policy changes" site type (see below). You can see in the below screengrab that all these sites were added **separately**. If one big polygon were drawn around Wexford County instead, it would be impossible to see any other pollinator friendly sites in the area (e.g. pollinator friendly gardens, or pollinator friendly Local Community group sites).



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Frequently Asked Questions-2

3. Some of my Council's actions, especially policy changes and some of the awareness raising actions, are hard to enter in one specific site. How do I capture them?

Answer: Some actions, such as pollinator friendly planting or reduced mowing, are very clearly done at a specific site. Conversely, some actions are done throughout the whole county (e.g. adopting the pollinator friendly pesticide code, or delaying spraying until April 15th). To capture these types of broader actions, draw a polygon around the Council/County Hall, and choose the site type 'Councils-Policy Changes.' List all of your pollinator friendly policy changes and awareness raising actions on the corresponding form. See page 5 of this instruction manual for more information.

4. I'm having trouble estimating the area of my sites or pollinator friendly actions

Answer: The area of your site will be calculated under the 'Manage my Sites' page. However if your site is less than 1 square kilometre, it will show up as 0m². Don't worry- the area of your site is still being captured in our system and reporting! When it comes to the area of each specific action, your answers don't have to be exact. If the text box next to an action you've taken asks for an area, just give a realistic best estimate.

5. Where can I get help with the website?

Answer: If you have any difficulty using 'Actions for Pollinators' you can contact the Pollinator Plan project officer at pollinators@biodiversityireland.ie.