We represent institutions from around the world and some of our participants are in the process of changing affiliations. Because of this circumstance, we decided to come up with a framework to assess collecting demographic data and increasing representation.

Our pod is made up of members from a number of institutions:

- National Taiwan University
- GeoLatinas
- MARUM - University of Bremen
- Delft University of Technology
- University of Cape Town
- Swansea University
- University of Cambridge
- Brown University
- Mazac Academic Coaching LLC
- University of Gothenburg

**Objective of this framework**

Considering how we can best utilize what we learn from session 3 within all the institutions we belong to. We decided to develop a guide that will help analyze our decisions in attending a seminar, inviting guest speakers to our lab/institution, working with students, etc.

Keeping in mind this framework could be applied to our departments, orgs, presentations we see in a conference, presentations we attend per semester, etc. (not only institutional items, but also supporting our own actions)

1) **Basic questions/items on how to collect the data, what data is needed to have representation and diversity?**
Short(er) term

- What is your goal related to representation and diversity for this specific opportunity?
  - What milestones can we set on the way to achieving this goal?
  - How will you assess improvement of representation/inclusion in this space/opportunity?
- What are the historical demographics in this position/seminar/opportunity? (Focus on your level or scope: In your working group/department/programs/conferences). See below for examples of some of the institutions represented in our group.

Long(r) term

- Can we provide recommendations for collecting & assessing data to improve representation and diversity?
- How will you assess improvement of representation in this space/opportunity over time? (define time)
- How can we legally start looking at gender and ethnicity data? At MARUM, gender is looked at by women's representatives, however, we do it only based on CV and/or photo website ⇒ this is too binary! However, I do not think we are allowed to ask for gender.
- Follow up of previous question: In countries/communities where talking about ethnicity is not the normal, how can we start quantifying and analysis discrimination and bias?
- How to take into consideration the nuance of how individuals identify as and how does society label them to be? Recognizing that this changes from community to community and country to country

II) Questions, thoughts on how to increase representation

- What inclusive practices are put in place to support the existing & future diversity?
  - What’s an improvement to suggest/execute?
- What is the state of the culture of belonging for this group/event/setting?
  - What’s an improvement to suggest/execute?
- Which societies/groups can you involve to increase your reach?
- Is there adequate compensation for people’s time and effort? (e.g. honorarium, stipend, travel expense coverage, etc.) [Define adequate]
- Have you checked demographics before sending invites to meet goals for this opportunity: Race, gender identity, career stage, institution/organization, etc.

III) Communication and accountability
Who will you be accountable for regarding inclusivity practice put in place? This could be a formal accountability or informal (e.g. mentor)?

Will you report the data collected to any senior leadership/organization/other?

How will you communicate your results to create a dialogue on how to improve inclusivity further in your future actions and to inspire your peers?

Data from one of the institutions represented in our Pod

University of Bremen / MARUM:
- Statistics on women representation at all levels (students to professors) are available for each department (in German only)
  https://www.uni-bremen.de/chancengleichheit/hochschul-und-geschlechterpolitik/statistiken/universitaet-bremen
  Data are not publicly available for MARUM. However, it is often said that half of the PhD students at GLOMAR (MARUM Graduate School) are “international” i.e. non-German
- Analysis of past invited speaker demographics: not available
- In Germany, it is not allowed to collect data on race / ethnicity. Therefore, these data are not available

- In terms of non-collection of race/ethnicity data, Germany (and University of Bremen) is doing as the rest of continental Europe https://doi.org/10.2838/447194
- Gender parity at MARUM is similar to parity in geoscience (source, women’s representatives)
- Several programs are available to promote gender parity, for example dedicated women professorship, women’s representatives (MARUM women’s representatives EGU vPICO), workshop and courses specifically for women, mentoring programs, no all-male panels