This is a resource map for the ETH-GFZ Pod at ETH Zürich & GFZ Potsdam. This was adapted from the “Sample Ph.D. Mentoring Plan” developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: CC BY-NC-SA 4.0.

**GFZ Potsdam**
- **Mentoring plan**
  - **Intent**: This resource map summarizes the currently available materials, organizational units, and programs available to new hires/students at the GFZ. Many of these are already aggregated on the Intranet page available to employees: [http://intranet.gfz-potsdam.de/en/topics/staff-related-questions/new-at-gfz/](http://intranet.gfz-potsdam.de/en/topics/staff-related-questions/new-at-gfz/)
  - **Individual/Group meeting expectations**: (interval/frequency, journal articles, presentations, socializing, time management, reviewing manuscripts, revising manuscripts/dealing with rejection, careers, current events, media requests) vary from research section to research section and are generally not publicized on webpages or internally within groups
  - **Evaluations**: Employees at the GFZ participate in Annual Appraisal meetings with their supervisor ([http://intranet.gfz-potsdam.de/en/topics/staff-related-questions/personnel-development/annual-appraisal-meetings/](http://intranet.gfz-potsdam.de/en/topics/staff-related-questions/personnel-development/annual-appraisal-meetings/)). PhD students are expected to meet with their thesis committee at least twice in their first year and once each following year (note that affiliated universities may have different requirements).
- **Core work resources**
  - **Code-of-conduct:**
GFZ employees must adhere to the guidelines in the Foundational Statutes (http://intranet.gfz-potsdam.de/en/topics/policies-and-forms/internal-regulations/general/) which does not address inclusivity and diversity or mental health

- Various service agreements (http://intranet.gfz-potsdam.de/en/topics/policies-and-forms/service-agreements/) do address inclusivity, conflict resolution, and other issues

- Communication plan and expectations: Some research sections may have individual communication plans and expectations. At the institutional level, social media guidelines must be followed (http://intranet.gfz-potsdam.de/en/topics/policies-and-forms/internal-regulations/human-resources/social-media-guidelines/).


- Equipment: Some research sections have shared hiking/camping/indoor equipment but not all employees/students have access to these and no institute-wide “libraries” exist.

- Conference and workshop participation: GFZ PhD students must participate in the internal PhD Day conference. Otherwise, guidelines for conference/workshop participation and financial resources to support this are handled at the section level without institutional oversight. Geo.X provides competitive travel grants to doctoral students and postdoctoral researchers (https://www.geo-x.net/funding/) of up to €250 to support participation in conferences and workshops taking place in Germany or up to €500 to support participation in international conferences and workshops (currently paused due to the pandemic)

- Community support and mental health resources

  - Assistance finding accommodations, moving expenses/assistance: Provided by the Welcome Center (https://www.uni-potsdam.de/de/welcomecenter/)

  - Services at organization/university:

    - Staff Council (http://intranet.gfz-potsdam.de/en/organisational-units/arbeitnehmervertretungen-und-vertrauenspersonen/personalrat/): work closely and trustingly with the GFZ and its management for the well-being of the employees and the fulfillment of the tasks of the research center and to ensure that legal norms, collective agreements, service agreements and administrative regulations are in favor of the employees apply, are adhered to. The Brandenburg Personnel Representation Act forms the legal basis of our work. In the Personnel Representation Act, the rights of the staff council, which vary in strength depending on the area, are regulated. The staff council has the right to co-determination in personnel, social and organizational matters, e.g. B. recruitment, categorization, ordinary dismissals or the setting of working hours. The staff council has the right to participate, for example, in the event of extraordinary dismissals, implementation within the department or the establishment of regulations and
administrative orders. If you have any questions, problems or conflicts in connection with your work at the GFZ, you can contact a member of the staff council at any time. Meetings of the staff council take place on Mondays. The members of the staff council meet with the board of directors once a month. All topics that affect the cooperation between the board of directors and the staff council and concern the interests of the employees are discussed. The staff council has to hold at least one staff meeting annually.

- **Equal Opportunities Commission**
  (http://intranet.gfz-potsdam.de/en/organisational-units/arbeitnehmervertretungen-und-vertrauenspersonen/gleichstellungsbeauftragte/): According to the law on "Equality of Women and Men in the Public Service" applicable to the State of Brandenburg, an equality officer was also to be appointed at the GFZ. The aim of the law is to achieve actual equality between women and men in the public sector to promote the compatibility of work and family for women and men and to improve the professional situation of women. Support of the administration in the implementation of and compliance with this Act, in particular in recruitment, promotions, categorizations, higher groupings, transfers and transfers of higher-quality activities including the formulation of job advertisements, in the entire selection process as well as in interviews, social, structural and organizational measures that female employees in particularly or differently than male employees concern further training measures, workplace design, analysis of the employment structure and preparation of the equality plan. In addition, they represent the GFZ in the working group Women in Research Centers (akfiz) of the Helmholtz Association.

- **PhD Representatives**
  (http://intranet.gfz-potsdam.de/en/organisational-units/arbeitnehmervertretungen-und-vertrauenspersonen/phd-representatives/): Supports networking, organization and counseling of all doctoral researcher of the GFZ and currently consist of seven members. Our common aim is to represent the interests of the PhD students in different committees of the GFZ as well as being a point of contact for questions and problems during their doctoral studies.

- **Postdoc Representatives**
  (http://intranet.gfz-potsdam.de/en/organisational-units/arbeitnehmervertretungen-und-vertrauenspersonen/postdoc-representatives/): provide both professional and social support for all postdocs at GFZ. We will represent postdoc interests in Executive Board activities and enable networking between postdocs of different sections and departments. We want to foster an inclusive and cooperative environment to combat the sometimes lonely and overwhelming work as a young researcher. We will connect you with the excellent resources available through organizations such as the Welcome Centre, Career Centre and regional professional networks such as Geo.X. We also want to have some fun together. Corona permitting, we’ll organize opportunities to meet with your fellow postdocs over a beverage of your choice to get to know the truly impressive range of research that goes on at the GFZ.

- **Conflict Management Team**
  (http://intranet.gfz-potsdam.de/en/topics/policies-and-forms/service-agreements/servic
e-agreement-on-measures-relating-to-social-misconduct-conflict-prevention-and-conflict-resolution-at-the-gfz/): provides independent, comprehensive advice to employees in cases of social misconduct and conflict. It is comprised as follows: 1 representative of the equal opportunities officer, 1 representative of the human resources department, 1 internal mediator, 2 representatives of the staff council, and 1 person responsible for severely disabled staff. Every member of staff can contact the committee or individual members of the committee in confidence if they themselves are affected by social misconduct/conflicts, or if they obtain knowledge of such cases. In a one-to-one meeting or in a meeting with the consultancy team, in strict confidence, the problem is described and recommendations are developed as to how to proceed. Possible options for action are: (1) Arranging hearings for other members of staff, (2) Arbitration talks with all involved, (3) Mediation procedures with GFZ mediators, (4) External mediation procedures. The submission of a complaint to the complaints office, with possible subsequent disciplinary measures. Particularly in the case of severe misconduct, such as bullying, discrimination or sexual harassment in the workplace, the conflict management team will recommend that the member of staff submit a complaint to the GFZ complaints office. The decision regarding the behaviour of the team and, in particular, the submission of a complaint, always lies with the member of staff.

- The GFZ complaints office
(http://intranet.gfz-potsdam.de/en/topics/policies-and-forms/service-agreements/service-agreement-on-measures-relating-to-social-misconduct-conflict-prevention-and-conflict-resolution-at-the-gfz/): Employees have the right to complain to the complaints office if they have experienced discrimination in accordance with § 1 of the AGG. These are cases of discrimination for reasons of ethnic origin, gender, religion or worldview, a disability, age or sexual identity. At the GFZ, the opportunity to complain has been extended to include cases of bullying. The complaints office offers the following services: (1) The receipt of complaints, (2) Determining and checking the facts, while retaining personal rights, (3) Notification/communication of the check, (4) Taking measures - from a clarifying discussion through to disciplinary measures, such as warnings, written notices, etc., (5) Checking whether the misconduct is of a criminal nature, (6) Evaluation of the effectiveness of the measures. Members are the head of the human resources department and the chairperson of the staff council. Members of staff who experience discrimination for any of the above reasons can contact these individuals, or the complaints office directly, at any time. As soon as the complaints office is contacted directly or indirectly by an affected individual, an initial face-to-face meeting is arranged within a short space of time, and the complaint procedure, with the individual steps described above, is quickly set in motion. The complaints office can also involve the conflict management team. The statutory regulations set out in the AGG regarding the rights of employees also apply. In particular, employees submitting a complaint and the members of staff who support them may not be disadvantaged as a result of their exerting of the right to complain.

- Mediators
e-agreement-on-measures-relating-to-social-misconduct-conflict-prevention-and-conflict-resolution-at-the-gfz/): In order to bring social misconduct to a halt and to resolve existing conflicts, the GFZ offers the option of an internal mediation, with trained, certified mediators who work at the GFZ. Every employee also has the right to contact the internal mediators directly in cases of conflict. The mediators are released from their normal work duties for the mediation process. The GFZ also provides assurance that they can participate in the necessary qualification and training measures, and that the costs will be borne by the GFZ. On the recommendation of the conflict management team and/or the complaints office, there is also the option of involving external mediation in cases of severe conflict. In such cases, the head of the human resources department must approve the coverage of the costs by the GFZ.

■ benefit@work - Advice during Personal or Work Related Crises
(http://intranet.gfz-potsdam.de/en/topics/staff-related-questions/support-options/): The GFZ, together with its partner benefit@work, supports you with personal or work related problems. A multi disciplinary team of advisers is available to you to help with the big as well as the small issues you face. Sometimes all someone needs is a little outside impulse, a different point of view or simply a quick chat, to be able to carry on with renewed energy. This solution and resource oriented approach can help you tackle looming questions or problems quickly and efficiently. Apart from our telephone advice-line from 8am - 6pm (in case of emergencies around the clock cover) benefit@work can also put you in touch with suitable psychosocial coaches close to where you live. The services of benefit@work are free of charge and we guarantee absolute confidentiality.

■ Conflict Advice Center
(http://intranet.gfz-potsdam.de/en/topics/details/article/konfliktberatungsstelle/): offers online consultation every Wednesday between 11 a.m. and 1 p.m

■ Discord-server for GeoGraduates: We implemented a Discord-server for social activities and networking. We try to accomplish a basis of regulars who come to the server to discuss their work, talk about problems and have a fun time together. Thanks to the streaming function, we will do movie- or game nights as well. Follow this link (https://discord.com/invite/2EYxZgqRDG ) to join.

■ GeoGraduates Liaison Professors: Prof. Susanne Liebner (susanne.liebner@gfz-potsdam.de) and Prof. Michael Weber (phone extension -1250 or -28817, michael.weber@gfz-potsdam.de) have been appointed as the acting liaison professors and offer support for virtually all issues (apart maybe from in-depth science consultations). If you feel the need for an external perspective or support, you are always welcome to reach out. Everything you share will be handled strictly confidential unless you wish otherwise.

■ Helmholtz Juniors
(https://www.helmholtz.de/en/jobs-talent/science/phd-candidates/helmholtz-juniors/): a Germany-wide organization which represents every doctoral researcher of the Helmholtz Association’s research centers. The tasks of this group consist mostly of improving the working conditions, stirring up the exchange and networking between the respective doctoral researchers as well as giving opportunities for further education
and contacts to future employers.

- No explicit resources currently exist to encourage and assist underrepresented, minoritized, and/or marginalized employees to connect with someone who may understand their experience (e.g., Black male counselor for a Black male student)

- **Calendar(s) of events or mailing lists to join**: Some research sections maintain their own calenders of events. Geo.X publishes regional community events (https://www.geo-x.net/en/), as do PhD newsletters sent to all staff. Numerous mailing lists exist as forums for scientific, cultural, and extracurricular exchange (http://intranet.gfz-potsdam.de/en/topics/it/my-workplace/e-mail/mail-server/mailing-lists/).

- **Community/extracurricular resources**: The Welcome Center (https://www.uni-potsdam.de/de/welcomecenter/) provides a comprehensive list of community and living resources.

- The GFZ at an institute-wide level does not explicitly fund membership fees for organizations like SACNAS, NABG, and AISES although some sections may provide such support internally (?)

- **Vacation policies** (http://intranet.gfz-potsdam.de/en/topics/staff-related-questions rahmenbedingungen-fuer-mitarbeiterinnen/ arbeitszeit-entgelt-etc/dienstvereinbarung-ueber-die-regelung-der-arbeitszeit/)

- **Skill-set support resources**

  - Volunteer “First Aid Helpers” receive first aid/CPR training in exchange for their services. Contact your section administrator to enquire about need in your section.

  - Analytical board - The laboratory community at the GFZ (http://intranet.gfz-potsdam.de/en/organisational-units/communities/analytical-board/): The Analytical Board is a union and communication level of lab heads, lab managers and technicians who are in charge of the analytical and preparative infrastructure at the GFZ. The major aims of our community are improvement and coordination of inter-section cooperation on the analytical and preparative level, bundling of infrastructure to improve analytical and preparative efficiency and bundling of know-how to increase our analytical and development output and skills. For communication in the community we are using a mailing list. If you are interested in joining our community please contact Oliver Rach. In regular meetings we are discussing Lab related topics, problems and new ideas but also elaborate common basic rules to improve the general analytical framework at the GFZ (e.g. data management plans, analytical prices, method development, analytical software, ...etc.).


  - Software carpentry and version control: https://software.hifis.net/
- Professional development resources
  https://career-center.gfz-potsdam.de/
  - Resources for training/development or best practices in:
    - Media training:
    - Proposal writing:
    - Networking: https://www.geo-x.net/en/
    - Design/drafting of figures using Adobe Suite/Python/ArcGIS: https://software.hifis.net/
  - List fellowships, internships, summer experiences, field course opportunities
    - Internal:
      - Expedition grants - Typically announced in September with an October deadline. GFZ funds for temporary, project-related field work. Criteria of the three categories for the valuation and potentially ranking are as follows: (1) PoF: scientific output, networking, qualification works, third-party funds; (2) Innovations: innovation of the planned expedition, scientific output, third-party funds (this category gives especially young scientists a chance to try out something new and exceptional) - with emphasis on its potential for PoF IV; (3) MESI: relation to GFZ strategy, PoF commitments
      - Discovery Fellowship - Typically announced in March with an April deadline. These fellowships are funded by the "GFZ Discovery Fund" (former TIF) and will support two fellowships per call. The call refers to young scientists from within As WELL AS from outside GFZ. The fellowships will allow the young scientists to perform innovative projects for a max. duration of 3 years. The project should be closely related to one of GFZ's POF IV research topics and will be performed in close collaboration with at least two of GFZ's sections. One of these sections takes the role as lead sponsor. Only one lead sponsorship per section is possible per call.
    - External:
      - Alexander von Humboldt Fellowships
        (https://www.humboldt-foundation.de/bewerben/foerderprogramme/humboldt-forschungsstipendium)
      - Marie Skłodowska-Curie Action Fellowships
        (https://ec.europa.eu/research/mariecurieactions/actions/individual-fellowships_en)
      - National Science Foundation Earth Sciences Postdoctoral Fellowship - Can be taken to a European host institution
        (https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503144)
      - DFG German Research Foundation
        (https://www.dfg.de/en/research_funding/index.html)
      - DAAD German Academic Exchange Service (https://www.daad.de/en/)
      - Klaus Tschira Boost Fund
        (https://gsmonet.org/funding-programs/klaus-tschira-boost-fund/?lang=en)
- L'Oréal Foundation Women in Science Fellowship: 3 annual €20,000 fellowships awarded in Germany each year to postdoctoral research scientists who are mothers (https://www.forwomeninscience.com/authority/germany---national-program)

- National Geographic Funding Opportunities (https://www.nationalgeographic.org/funding-opportunities/grants/)

- PADI Foundation (http://www.padifoundation.org/): Awards of up to $20,000 (but typically $5,000-$10,000) towards projects that either (1) enrich mankind’s understanding of aquatic environments and encourage sensitivity to and protection of ecosystems; (2) increase understanding of sport diving physics and physiology that will benefit the general diving public and add to the scientific understanding of man’s relationship and ability to survive in the underwater environment; (3) Improve understanding of, and response to, hazards to humans and ecosystems related to climate change in coastal and ocean environments.

- Geo.X Funding (https://www.geo-x.net/funding/)

- **Outreach resources:**
    - **External:**
      - Skype-a-Scientist (https://www.skypeascientist.com/)
      - Letters to a Pre-scientist (https://www.prescientist.org/)
      - Geobites (https://geobites.org/)
      - The Science Breaker (https://thesciencebreaker.org/about)

**ETH Zürich**

- **Mentoring plan**
  - **Intent:** This resource map summarizes the currently available materials, organizational units, and programs available to new hires/students at the GFZ. Many of these are already aggregated on the Welcome Center website and websites for new doctoral students and postdocs.

  - Welcome Center | ETH Zurich
  - Doctorate | ETH Zurich
  - Postdocs | ETH Zurich

  - **Individual/Group meeting expectations:** (interval/frequency, journal articles, presentations, socializing, time management, reviewing manuscripts, revising manuscripts/dealing with rejection, careers, current events, media requests) vary from research section to research section and are generally not publicized on webpages or internally within groups

  - **Evaluations:** Some groups fill out an official appraisal interview form, but regularity of meetings at every level differs between groups.

- **Core work resources**
  - **Code-of-conduct** - The Respect Code of Conduct,
    This code of conduct is only about harassment and discrimination. It does not address inclusivity and diversity, mental health, publications or outputs, social media use, working
hours, or vacation. Also, nobody has to sign this code of conduct nor was it pointed out to any of us when we were hired.

- **Communication plan and expectations**: Some research groups may have individual communication plans and expectations. At the institutional level, social media guidelines must be followed [ETH Zurich Social Media Guidelines](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html).
- **Equipment**: Some research groups have shared hiking/camping/outdoor equipment but not all employees/students have access to these and no institute-wide “libraries” exist.
- **Conference and workshop participation**: Guidelines for conference/workshop participation and financial resources to support this are handled at the group level without institutional oversight.

- **Community support and mental health resources**
  - Assistance finding accommodations, moving expenses/assistance
  - Outline services at organization/university:
    - [Help and Contact Points – Student portal | ETH Zurich](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html)
    - [MeWell Community | A non-profit organization (Verein) which seeks to improve mental wellbeing in academia](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html)
  - No explicit resources currently exist to encourage and assist underrepresented, minoritized, and/or marginalized employees to connect with someone who may understand their experience (e.g., Black male counselor for a Black male student)
  - Calendar(s) of events [Events – Student portal | ETH Zurich](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html)
    - [International student associations – Student portal | ETH Zurich](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html)
    - [Diversity – Services & resources | ETH Zurich](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html) - lots of different groups linked here
  - Expectations for working hours and vacation: [Working hours | ETH Zurich](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html), though in reality this differs by working group.

- **Skillset support resources**
  - Required skills really depend on the research group. No available means for pre-arrival skill acquisition described at the institutional level, but this probably could be worked out at the group level.
  - [Overview of courses – Services & resources | ETH Zurich](https://www.ethz.ch/ethz/en/ethz-social-media-guidelines.html)

- **Professional development resources**
  - Outline available resources for training/development or best practices in:
- Project management/budgeting [Project management for research - for doctoral students – Services & resources | ETH Zurich]
- Media training [Media training – Services & resources | ETH Zurich]
- Proposal writing [Scientific writing | ETH Zurich]
- Public speaking [Convincing Presentations with Storytelling – Services & resources | ETH Zurich]
  - List fellowships, internships, summer experiences, field course opportunities [Young researchers | ETH Zurich]
  - Outline departmental and regional seminars, presentation opportunities, and opportunities to meet with speakers for building a professional network [News & Events – Geological Institute | ETH Zurich]

- Outreach resources
  - Outline opportunities, expectations, benefits, and/or compensation for mentoring new hires and/or students who wish to engaged in belonging, accessibility, justice, equity, diversity, and inclusion (Be A JEDI) efforts [Diversity – Services & resources | ETH Zurich] [Equal Opportunities – Services & resources | ETH Zurich]
  - Lots of agreements for academic visitors, short-term speaker stays here [Downloads – Services & resources | ETH Zurich]