



URGE Management Plan for the PacIOOS URGE Pod

This should be a plan to incorporate deliverables into your organization as you continue to develop, assess, and finalize policies and resources. You may want to adjust the format of this for more comprehensive plans, but this covers the essentials.

URGE Deliverable	Scope: PacIOOS SOEST RCUH UH Campus	Existing Policy or Resource?	Initial Point of Contact	Where It Is or Will Be Posted	Review/Update Interval	Racial Equity Impact Assessment? ¹	Training Recommended?	Approval, Check, and/or Consequence	Action Items
Complaints and Reporting Policy	UH Campus	Yes	SOEST HR; RCUH HR; Assoc. Dean Fletcher; Title IX	Included in Safety Plan	N/A	Informal and formal assessment recommended	Title IX training required	N/A	Recommend JEDI training through RCUH/SOEST (All Pods)
Demographic Data	SOEST RCUH UH Campus	No	SOEST Associate Dean Fletcher, Anita Lopez	Recommend posting on SOEST website	Recommend every 2 years	Recommended	Not planned	N/A	Check-in whether still working on it (All Pods); Ask RCUH for data/ plans to collect demographic data (PacIOOS Pod)

¹ This assessment is used to minimize unanticipated adverse consequences in a variety of contexts and to reduce, eliminate and prevent racial discrimination and inequities that will often be unconsciously replicated if not consciously addressed.

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Policies for Working with Communities of Color	PacIOOS SOEST UH Campus	Yes, but limited	Kulana Noi'i Guidelines (Sea Grant)	Currently posted on Sea Grant website	Internal update recommended (time interval TBD)	Recommended (PacIOOS); Recommended for SOEST and UH	Yes- need to identify existing and/or develop new guidelines	Approval and Consequence	Develop guidelines for PacIOOS; trainings for working within region
Admissions and Hiring Policies	PacIOOS SOEST RCUH	Yes (RCUH and SOEST)	PacIOOS leadership; co-l's; RCUH HR; SOEST Dept Chairs	Internal currently	No set interval, recommend annually	Informal and formal assessment recommended	Ensure PacIOOS staff/students are aware of resource; also specific training on topic recommended	Approval	Build up a list of listservs and platform/outlet to reach more diverse audience for new hiring; conduct search advocates training and implicit bias training
Safety Plan	PacIOOS SOEST RCUH UH Campus	PacIOOS-draft; SOEST-no.	SOEST Associate Dean Fletcher, Anita Lopez	Internal currently	Annually, but also after any major reported incidents	Recommended	Ensure PacIOOS staff/students are aware of resource	Approval and Consequence	Develop travel first aid kits; designate local POCs for travelers; incorporate draft into PacIOOS Operational Plan
Resource Map	PacIOOS SOEST RCUH UH Campus	PacIOOS-draft; SOEST-no.	PacIOOS All hands	Post on PacIOOS website	Additions on a rolling basis/as needed	Recommended	Ensure PacIOOS staff/students are aware of resource	N/A	Develop mentoring plans; conduct in-person orientation for new employees & students. Explain/discuss code of conduct, reporting policies, and working hours to/new employees & students

Additional considerations for each deliverable:

- **Agreement** - This agreement can be adapted to outline how we will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc.
- **Pod Guidelines** - We plan to adapt our pod guidelines as we develop working groups to implement the action items identified above.
- **Complaints and Reporting Policy** - This is a report on existing Reporting policy at UH.
- **Demographic Data** - While there are issues to work through on how demographic data can be collected and made public, we plan to continue to encourage SOEST and UH leadership to work toward this goal. We recognize that this may take several years and/or involvement of additional departments for wider aggregation of data. PacIOOS will investigate this topic more to learn what RCUH does and plans for the future.
- **Policies for Working with Communities of Color** - Racial risk assessment on this deliverable is recommended, after which, we will revise the deliverable to inform a PacIOOS policy. Training is needed for staff, both so they understand the importance of a new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel/funding approval (e.g., reading Kulana Noi'i guidelines when travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip); consequence of not following policy would be assigned readings, additional training, and negative marks on annual RCUH evaluation
- **Admissions and Hiring Policies** - These are recommended/proposed modifications to the existing Hiring policy. These are not public currently, but we recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates. While RCUH has its own policies, PacIOOS can create additional guidelines and operating procedures *within* that framework. PacIOOS can also advocate for recommended modifications to RCUH HR. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.
- **Safety Plan** - This is adding anti-racism specific policies to the Safety policies in the PacIOOS Operational Plan. Training should be paired with the training for the deliverable for working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy. Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, additional training, negative marks on annual RCUH evaluation.
- **Resource Map** - There is now a draft resource map. but this should be part of onboarding and/or orientation and incorporated into the package for new employees, along with PacIOOS materials and information. The approval can be incorporated along with the admissions and hiring policy, as part of a funding provided to hire a staff member or student assistant, then PacIOOS leadership would check that the supervisor has a plan to go through the resource map with them.