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## URGE Management Plan for Women in Coastal Geoscience & Engineering

This is a draft plan for incorporating URGE deliverables into the Women in Coastal Geoscience & Engineering organization. This plan includes a timeline for disseminating deliverables to the community, outlines the formation of a DEI subcommittee to serve as a point of contact, and details barriers to implementation.

### WICGE DEI Subcommittee:

To facilitate continuing action and implementation of the deliverables developed throughout URGE, WICGE will form a DEI subcommittee. The subcommittee will be open to all members of WICGE, but will have members from the current URGE pod to ensure continuity. Rose Palermo has volunteered to serve as the initial point of contact for recruiting subcommittee participants. The DEI subcommittee will be advertised in the WICGE newsletter and on the WICGE twitter page. Formation of the subcommittee will be complete by **6/15/2021**.

The DEI subcommittee will have the following responsibilities:

- Interfacing with WICGE executive board to create organizational policies for complaints, reporting, and hiring policies
- Creating a DEI action plan with a defined roadmap for completing tasks laid out in the deliverables by **10/1/2021**. The DEI action plan will have an open comment period for all of WICGE. The action plan will also lay out a scorecard system for evaluating progress (e.g. 1=started, 2=being implemented, 3=completed). Scoring will be done by an external source for accountability on a biannual basis by partnering with another URGE pod. The road map will be updated with new goals annually.
- Holding regular (monthly) DEI subcommittee meetings and biannual meetings with WICGE executive board
- Hosting DEI materials on the WICGE website and ensuring that the website is updated regularly and can continually incorporate additional resources put forth by WICGE members
- Setting up a rotation system for membership on the subcommittee (for example, annual turnover of 50% of the committee) to ensure continuity and distribution of workload. In this case, the first year ~50% of the committee will serve a 2-year term on a volunteer basis, after which appointments will be made annually.

# URGE

Unlearning Racism in Geoscience



**Table 1: Summary of deliverables and their implementation**

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
<b>Complaints and Reporting Policy</b>	No. New Resource.	Executive board	WICGE website	No set interval, recommend twice annually	Not planned	Yes	Check scorecard
<b>Demographic Data</b>	No	DEI subcommittee and/or EC Committee Member	Internal only	No set interval, recommend annually	Not planned	No	Check scorecard
<b>Policies for Working with Communities of Color</b>	No	DEI subcommittee	WICGE website	No set interval, recommend annually	Recommended	No	Check scorecard
<b>Admissions and Hiring Policies</b>	No	Executive board	WICGE website	No set interval, recommend annually	Not planned	No	Check scorecard
<b>Safety Plan</b>	No	DEI subcommittee	WICGE website	No set interval, recommend annually	Recommended	No	Check scorecard
<b>Resource Map</b>	No	DEI subcommittee	WICGE website	No set interval, recommend twice annually	Recommended	No	Check scorecard



*Additional considerations for each deliverable:*

- **Complaints and Reporting Policy -**

- It has not been determined which members of the executive committee will handle reporting. The DEI subcommittee will charge the leadership to establish executive members that set up and monitor an email account for reporting.
- Once executive members in charge of reporting have been chosen, we recommend formal training for the members of the executive committee that handle reporting for the organization.
- The current policy does not include a formal process for consequences for members and leadership. A draft complaints and reporting policy was drafted by this URGE pod. This policy should be iterated on and adopted by WICGE. This includes establishing an official process to ensure appropriate checks and balances are in place for leadership and members in violation.
- In partnership with the executive committee, DEI subcommittee members should create a policy of protection from retaliation for the organization.

- **Demographic Data -**

- There is no data on race collected for the organization. We recommend that the executive committee collect this data for new members going forward and formally solicit this information from current members.
- Demographic data should also be collected on the executive committee to promote leadership representative of the body of our membership.
- The executive committee should establish a plan for turnover in leadership positions.
- Once demographic data on race is collected for the organization (likely to take at least one year), the DEI subcommittee will create measurable goals for demographics.
- Both the demographic data and the measurable goals will be made publicly available on the WICGE website.
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- **Policies for Working with Communities of Color -**

- The DEI subcommittee will generate community lists for working with communities of color. Suggested lists include: 1) list of regionally-focused and interdisciplinary conferences and 2) list of local collaborators or institutions.
- The DEI subcommittee will design a generic document (template) for information gathering to facilitate appropriate acknowledgements and fast-tracking preliminary research results to the local community.
- The DEI subcommittee will ensure these materials are made available on the WICGE website.

- **Admissions and Hiring Policies -**

- We recommend the development of rubric for selection of WICGE executive board members.

- **Safety Plan -**

- Current form of the safety plan is focused on BIPOC concerns and is framed from a USA centric perspective (as the majority of our pod is based in the USA). The DEI subcommittee will expand the scope of the safety plan to also address concerns affecting our international and intersectional membership, specifically for BIPOC outside of the USA, women, and LGBTQ+ groups.
- The DEI subcommittee will expand the safety plan to include items specific to doing research in coastal settings (e.g. water safety, instrument safety).

- **Resource Map -**

- This is intended to be a living document that can be continually updated by WICGE members with additional resources. Developing a transparent and broadly accessible workflow for updating the website may present a challenge, since the current form of the website is difficult to edit.