



URGE Management Plan for University/Organization
May 14, 2021

Plan to incorporate deliverables into the NatCap organization as we continue to develop, assess, and finalize policies and resources.

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
Complaints and Reporting Policy Session2 Link	Yes. Individual policies present at NatCap Institutions	Nicholas Hendershot/ Mary Jane (HR)	Post as a part of or accompanying the resource map	Seeds of equity meetings, and/or annually at the Olympics	Not planned	Not planned	Not relevant
Demographic Data	No	Chris Nootenboom Leadership (Lisa Mandle)	Summary statistics on website (pending leadership approval); internal drive	Annually (survey conducted as part of registration for the Olympics or Symposium)	Not planned	Not planned	Prompts reflection; create a plan to address the patterns in the data (e.g. changes to hiring policies)
Policies for	No	Sydney/NatCap	Procedural	Olympics -	Relevant -	Yes - <i>Social</i>	Allow partners

URGE

Unlearning Racism in Geoscience



Working with Communities of Color LINK		Procedural Equity Working Group, Leadership (Adrian and Anne)	Equity “Lessons Learned Guide”	session		<i>Ecosystem Mapping Workshop in the works - Deepa Iyer</i>	to give feedback
Admissions and Hiring Policies LINK	Yes, partial	Sama / NatCap DEI Intern and Hiring Working Group	Internal drive? <i>(if it becomes more accessible to more people)</i>	Annual	Not planned	Yes - <i>making NatCappers aware of these approaches to hiring</i>	Annual demographic survey - is the community changing? <i>Should we set goals?</i>
Safety Plan LINK	Yes, Partially inclusive of goals Tqwo more	Emmi, Mary Jane (HR) Leadership, Institutional HR	Internal Drive	Annually	Relevant - make sure that safety plan is considering risks from the perspective of BIPOC	Yes - <i>making NatCappers aware of this resource</i>	
Resource Map LINK	Yes, partial	Rafa	Internal Drive	Additions on a rolling basis	Not planned	Introduced during Onboarding	Not relevant

The NatCap URGE Pod will meet for 2 additional 1.5 hours sessions on May 20th and June 3rd to make consensus decisions about the following:



- **Agreement** - The NatCap URGE Pod will develop a proposal for integrating our work and products into the larger DEI work at NatCap. We will develop a draft agreement to discuss, adapt, and agree upon with the working groups so that our continued work supports and improves the existing DEI working group structure.
- **Pod Guidelines** - Our Pod will explore possible adaptations of the Pod Guidelines. These guidelines could be particularly useful in providing structure to improve the governance and decision making protocols of the NatCap DEI working groups (ie. consensus decision making model, shared responsibility note taking and leading conversations, deadlines and deliverables, etc.).
- **Complaints and Reporting Policy** - The NatCap URGE Pod will work with the NatCap HR team to improve this policy and make sure that the wider NatCap network is aware of this policy.
- **Demographic Data** - Following this URGE session, we have made progress with leadership to implement regular tracking of demographic data of the larger NatCap network. We will develop a plan in our next two sessions to start an evaluation of demographics at NatCap (internal network) and to map out a monitoring program to track progress moving forward.
- **Policies for Working with Communities of Color** - The NatCap Diversifying Collaborations DEI Working Group is currently coordinating a training program for the NatCap network (Stanford University, University of Minnesota, and University of Washington) that will be led by Deepa Iyer. The final product of this workshop will be a guidance document (flow chart, roadmap, etc.) for working with a diversity of communities. The NatCap URGE Pod could determine how we can help to ensure that this workshop a) specifically addresses “Working with Communities of Color” and b) ensures that the outputs are turned into policies. *URGE description for future reference: Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if 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 and additional training.*
- **Admissions and Hiring Policies** - The NatCap URGE Pod will work with the NatCap Intern and Hiring Working Group to ensure that the excellent recommendations and considerations highlighted during the related URGE session and in the development of this deliverable are incorporated into the work plan of the existing DEI Intern and Hiring Working Group at NatCap. *URGE description of these policies for future guidance: These are 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. 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** - The NatCap URGE Pod will work with NatCap HR to integrate anti-racism specific Safety policies into the onboarding materials. In the coming sessions we will determine the best pathway forward for integrating this plan and policies into documents that will be regularly used by NatCap team. We may house this resource within the resource that we develop with Deepa Iyer during the workshop: Diversifying Collaborations (above). *URGE suggestion for future reference: Training should be paired with the training for the deliverable of 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, and additional training.*
- **Resource Map** - The NatCap URGE Pod will work with the NatCap HR team to incorporate the Resource Map into the existing Employee Handbook and NatCap hiring resources.

Following these two sessions, the NatCap URGE Pod will host one of the standing NatCap wide Tuesday Talks in which we will present a summary of our experiences and the products developed by our Pod through the URGE program. If we are able to gain approval from leadership (SHLT) at NatCap, our Pod will run an initial demographic survey for the NatCap group (Stanford University, University of Minnesota, and University of Washington), and we will present initial demographic data during this NatCap Tuesday Talk to the larger NatCap team. We aim to identify clear pathways forward for integrating our efforts and the URGE products above into longer term DEI initiatives and HR protocols maintained by NatCap.