URGE
Unlearning Racism in Geoscience

URGE Management Plan for Polar Podlet of LDEO, Columbia University

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.

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	When will we implement?	Review/Update Interval	How does pod inform wider Ideo?	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes	Renata Constantino, Isabel Cordero	On LDEO and Columbia websites already. New LDEO website can host updates.		Find out how often	Talk with web admin Consult with Ideo pod	Not planned	Included in anti-harassment	Not relevant to our pod
What we can do as a pod	Establish new field policy for our group		PGG website	In time for new students - fall 21	Review as used (each field season)	Post on PGG website - can expand to MGG	Explore how	no	Not defined yet, but want to investigate ways to build this in
Demographic Data	Yes	Alex Boghosian, Dave Porter	Some on LDEO website, most in DEI report		Recommend every year for seminar data, 5 years for grad student data, 3 years for LDEO-wide data	Suggest division-level breakdown	Recommended	Not planned	Not relevant to our pod

What we can do as a pod	None for group – but group boundaries not defined - could go by MGG - include alumni to get longer time series		Alumni on PGG website	By fall 2021	With incoming personnel	Note destinations of former website group members (be inclusive!)		n/a	n/a
Policies for Working with Communities of Color	Resources well established - no current policy	Kirsty Tinto, Robin Bell	NA	Consult with LDEO-wide work			Not in place	Yes	
What we can do as a pod	Risk assessment for proposals		Post on group internal website, ask for it to be included in the LDEO campus code of conduct		Review during proposal submission Try it for a year, then share with LDEO		Run proposals through Racial Risk Assessment prior to submission		Add to internal submission checklist
Admissions and Hiring Policies	Proposals in LDEI response	Isabel Cordero and Guy Paxman	Search committee procedures on LDEO website			Ask HR to help		Implicit bias training for search committee members - LDEO level.	Not relevant to our pod
What we can do as a pod	Develop rubric for writing job descriptions, advertising, applicant support / mentors		Group internal website	In time for relaxation of hiring freeze… Fall 2021	Review after every academic year		Explore if required	Recommend members take training	Add a checklist for the job advertisement / recruitment process

Safety Plan	Yes	Caitlin Locke and Robin Bell	LDEO code of conduct		Review before and after field season	Add our contribution to DEI and code of conduct committee	Not planned, but suggested by the LDEO Task Force	Yes	Approval and Consequence
What we can do as a pod	Develop airborne fieldwork safety plan		Post on group internal website, LDEO CofC	Fall 2021	Develop risk assessment culture			Yes	
Resource Map	No	Renata Constantino, Dave Porter	Post on group internal website	Fall - new intake	Additions on a rolling basis		Not planned	No	Not relevant to our pod

Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

Our pod represents one research group within the broader LDEO community. This action plan defines how our group can implement policies on a local scale, and how we will contribute our ideas to the broader Lamont community and policy.

- **Agreement** - Caitlin and Guy: Presented to departmental meeting

- **Pod Guidelines** - Caitlin and Guy - These could be used in the future as guidelines for our group.

- **Complaints and Reporting Policy –** We are restricted by legal structures of reporting, but can create additional policies for fieldwork environments

- **Demographic Data –** LDEO-wide only. Polar group boundaries are not defined, so demographic data can not be consistently gathered.

- **Policies for Working with Communities of Color –** Broad principles defined based on international experience. Can develop to be applicable to USA. Ideally class would be available to provide training on best practises of engaging with communities in research.

- **Admissions and Hiring Policies -** Develop an agreed-upon rubric for good hiring/admissions practise - writing job descriptions, where/how to advertise, emphasis on priority to increase DEI, reaching URM groups, clearer guidance on application fee waivers for graduate school, application support / mentoring programme with existing students, search committee training, diversity statement weighting. Encourage reflection on skills and characteristics absent within current group.

- **Safety Plan –** Contribute to anti-racism addition to LDEO code of conduct. Establish airborne fieldwork safety plan. Establish risk assessment exercise with participants prior to deployment, and debrief after, to provide a forum to consider risks from all perspectives.

- **Resource Map –** develop group wiki to offer equal access to knowledge of resources and opportunities at lamont and within cryo community