



## Week 1 Deliverable - Pod Guidelines

This document outlines the guidelines for the NCEAS URGE pod, including expectations for participants, ground rules for meetings, group decision-making protocols, and weekly group leader responsibilities.

### Expectations for participants

Attendance: Meetings are **every other Tuesday at 9am** on Zoom. Everybody is expected to attend each meeting, although we recognize that conflicts will arise. **If you cannot make a meeting**, please let the group know via Slack in advance, and arrange for a side “podlet” meeting with anybody else who is unable to make the meeting (or would like to join for a second conversation). Of course, we understand that emergencies come up, and we agree to be sympathetic to everybody’s needs and schedules, while holding each other accountable to participation and progress.

Assignments: Everybody is expected to complete the **required readings & watch the video interview**. Optionally, pod members can add **discussion questions/reflections** in the Slack channel or Meeting Notes Google Doc, and **read any additional readings of interest** to share with the rest of the group during the meeting.

### Ground rules for meetings

During the Zoom meetings, we agree to adhere to the following ground rules (adapted from URGE template):

- **Listen** actively -- respect others when they are talking.
- Speak from **your own experience** instead of generalizing (“I” instead of “they,” “we,” “you”).
- Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- **focus on ideas and problems rather than people**.
  - The goal is not to always agree -- it is to gain a deeper understanding.
- **Participate** to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
  - If somebody isn’t participating, we agree to take collective responsibility to invite them in, but with no obligation to share.

- Be aware of how much space you are taking up in the group, and step back to make room for quieter voices and space for silence.
- Instead of invalidating somebody else's story with your own spin on their experience, **share your own story** and experience.
- Be conscious of **body language** and nonverbal responses (e.g. eye rolls, shaking head, looking down or at phone, turning attention elsewhere) -- they can be as disrespectful as words (even over Zoom!).
  - **Zoom etiquette:** If you need to step away from the call while somebody is speaking, just politely turn off video and drop a quick note in the chat. We recognize that everybody is balancing many demands on their time while working from home.
- Assume everyone's good intentions but also **acknowledge the impact of saying something that hurts** someone else, even if it is unintended.
- **Maintain confidentiality.** All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.
  - For note-takers: do not include any names in the written notes.

We agree to revisit these ground rules at the halfway point (3/30/21) to check in on how things are going, and update them as needed.

## Group decision-making protocols

Decisions made during our meetings: We will use the “**fist to 5**” **agreement spectrum**. If someone dissents with a fist, that is a veto and we agree to continue discussion or come up with a new proposal. When someone has reservations or objections, we will give them an opportunity to share, and will note those and include them in the notes for the purpose of ongoing learning.

- **Fist:** Veto, I block this proposal
- **One finger:** Serious disagreement, I am not on board with this
- **Two fingers:** Don't like, but will support; It's not great but I don't want to hold up the group
- **Three fingers:** Abstain, or more discussion needed, or does not affect me
- **Four fingers:** Support with reservations or minor point of contention; I can live with it, not perfect but good enough
- **Five fingers:** Whole-hearted endorsement; I really like it

Deliverables: We will ask for **affirmative consent** on all deliverables. Everybody will be asked to sign their name to the end of the deliverable Google Doc to signal that they are on board with it.

## Weekly group leader responsibilities

All group members should sign up to lead and/or take notes for a week on this [weekly schedule](#). The week's leader will be responsible for the following tasks:

### Before the meeting:

- >1 week before the meeting (ideally ASAP after the previous meeting):
  - **Upload the readings & deliverable information** to a new Week X folder in the group [Google Drive](#) (they can be found on the URGE [curriculum](#) page)
  - **Create a new Meeting Notes document** in the folder, to be used as a landing place for any ideas that pod members have while reading
  - **Send out an e-mail & Slack reminder** about the assignments for the week
  - **Identify any supplemental articles** that should be read for deliverables, and optionally, ask pod members to volunteer to read certain supplemental articles to share with the group
- >1 day before the meeting:
  - **Draft an agenda and discussion points** for the meeting (in the Meeting Notes document)

### During the meeting:

- **Facilitate discussion** and ensure adherence to the ground rules
- **Provide a discussion prompt** for the break-out rooms
- **Ask the weekly note-taker to record notes** in the Meeting Notes Google Doc

### After the meeting:

- In coordination with the note-taker, **draft deliverable** on Google Docs by the Friday after the meeting, and send to the pod for edits
- **Incorporate feedback** of pod members into deliverable
- Ensure that all pod members have **signed on** to the deliverable
- **Upload PDF deliverable** to the URGE website by the second Friday after the meeting
  - Upload here: <https://urgeoscience.org/pod-deliverables/>
  - Please name files with the following convention: "NCEASPod-NCEAS-deliverablename-session#". Please upload only .pdf files.
  - When filling out the form, use the following:
    - Pod name = NCEAS Pod
    - Institution name = National Center for Ecological Analysis and Synthesis
    - Pod leader name = Kaitlyn Gaynor

## Agreement by pod members

We, the members of the NCEAS URGE Pod, support this deliverable and agree to hold each other accountable to enacting it:

- Kaitlyn Gaynor
- Sam Csik
- Marty Downs
- Michael Eggen
- Amber Budden
- Jasmine Lai
- Tess Hooper
- Danielle Ferraro
- Paul-Eric Rayner
- Annie Colgan
- Christopher Jones
- Courtney Scarborough
- Geoff Willard
- Juliette Verstaen
- Kristen Peach
- Carrie Kappel